

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento

August 2, 1944

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SALINAS

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1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

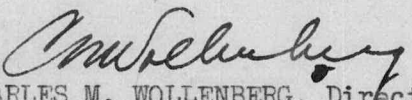
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

1944 AUG 2 PM 3 18

Encl.
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GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
July 28, 1944

FILED

In the office of the Secretary of State
of the State of California

AUG 2 - 1944

FRANK M. JORDAN, Secretary of State

By *Chris Gray*
Deputy

1297

MANUAL LETTER NO. 57

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the two chapters as follows:

Financial Procedures
Welfare Personnel Standards

Revisions 68 thru 77
Revisions 52, 53, and 54

Under W. & I. Code Section 1580, a county may claim reimbursement for one-half of the total expense incurred in transporting needy children outside the State of California, provided the children have received, are receiving, or are eligible to receive ANC. The procedure for claiming one-half of this transportation expense has been simplified, and this revised procedure is described in attached revised Sections 685-00, 685-10, and 685-20. Two old forms, Form DFA 140 (Affidavit to Accompany Transportation of Dependent Children Claim) and Form DFA 141 (Claim for Transportation of Dependent Children) have been obsoleted and incorporated into one new form, DFA 140 (Claim for Transportation of Needy Children). Supplies of this new form are available free of charge from the State Department of Social Welfare. Claims in process may be made on the old forms and will be accepted for reimbursement thereon by the State Department of Social Welfare.

Revised Section 646-00 sets up in manual form recent interpretations received from the Social Security Board that participation in Federal administrative expense is not available for expenditures which involve capital improvements. Revised Section 646-10 provides that Form DFA 117 (Request for Approval of Expenditures for Repairs and Alterations) need not be submitted to the State Department of Social Welfare for approval with respect to expenditures for repairs and alterations when the expenditure does not exceed ten per cent of the annual rental, or \$300, whichever is greater in the aggregate during any one fiscal year.

New Sections 674-00, 674-05, and 674-10 set forth policies and procedures for the return of erroneous repayments to recipients of aid.

Revised Section 072-30 has been changed to allow candidates under the Merit System the opportunity to review their examination papers immediately upon their receipt of the test results instead of waiting until the establishment of an eligible list.

Issuance of these sections renders obsolete the following bulletin material: Bulletin 211, all of page 30 under W. & I. Code Section 2222.7, and Bulletin 229.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE OVER
THE SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

073-00 (Continued)

073-00

shall establish such geographical or district eligible lists as directed by the SSWB to include all names of eligibles who reside within a specified district. Examining agency shall also maintain Statewide eligible lists.

For the purpose of preparing a county employment list, an individual will be deemed to be a resident of a county if, at time of establishment of the eligible list, he has resided for a continuous period of at least ninety days in that county. Or, in the event that the individual has not resided continuously in that county for at least ninety days immediately preceding establishment of the employment list, he shall be deemed to be a resident of the county if he can establish the fact that he is a member of the electorate of that county.

However, if an individual changes his residence from one county to another after the employment list has been established, he may have his name placed on the county employment list for the county of his new residence, provided, that he makes such a request and presents satisfactory evidence to the examining agency that he has resided in that county for a continuous period of ninety days, or is a qualified elector of that county. The name of one individual shall not appear on more than one county employment list at the same time for any one or several classifications of employment.

If a vacancy exists in a class of position for which there is no appropriate eligible list, examining agency with approval of the SSWB may prepare an appropriate eligible list for the class from one or more existing related eligible lists. For this purpose examining agency shall select eligible lists for classes for which minimum qualifications and examinations are similar to or higher than those required for class in which vacancy exists. (W&IC 119.5, 119.6; FSSB)

073-05 DURATION OF ELIGIBLE LISTS

073-05

WPS

Each eligible list shall remain in effect at least one year from the date of its establishment and thereafter until exhausted or replaced by a more recently prepared list for the class.

An eligible list may be deemed by examining agency to be exhausted if fewer than three available eligibles remain on the eligible list.

Notice of intention to abolish an eligible or promotional eligible list upon completion of a new examination shall be sent to all eligibles whose names appear upon the list to be abolished.

It shall be the duty of the SDSW to notify examining agency as far in advance as possible of vacancies which may occur in a county agency. Within these rules, examining agency shall be responsible for determining adequacy of existing eligible lists and for establishment and maintenance of appropriate eligible lists for all positions in the agencies exclusive of exempt positions. (W&IC 119.5, 119.6)

072-30 EXAMINATION RECORDS
WPS**072-30**

All examination papers submitted by competitors are property of examining agency and are confidential records which shall be open to inspection only for such purpose and under such conditions as follows:

1. On written request to the examining agency, any competitor may within thirty days after the date on which the Notification of Test Results of such examination was mailed to him inspect his papers at such time and place and under supervision of such person as examining agency may designate.
2. For inspection of papers in any place away from headquarters of examining agency, and for any inspection after the first, fee shall be twenty-five cents each.
3. A competitor's papers shall be open to inspection only by himself, his attorney when authorized in writing, and appointing authority (or his authorized representative) to whom competitor's name may be certified for appointment.
4. Unauthorized copying of questions or answers by any person from any paper made available for inspection is forbidden and may result in cancellation of eligibility and disbarment from future examinations.
5. Examining agency may approve such conditions as to time, place, manner, and frequency of inspection as in its judgment may be necessary to prevent abuse of this privilege.

Applications and other necessary examination records shall be kept during life of the eligible list. Examination records of appointees shall be kept for a reasonable period of time, but examination records of other applicants, not appointed may be destroyed thirty days after the eligible list expires or in accordance with practice of examining agency.

All notices of changes of address shall be filed by applicants and eligibles with examining agency. (SEE ALSO SEC. 076-50, APPEAL FOR REVIEW OF EXAMINATIONS.) (W&IC 119.5, 119.6)

073-00 ESTABLISHMENT OF ELIGIBLE LISTS
WPS**073-00**

After each examination, examining agency shall prepare an eligible list of persons who qualified. Names of such persons shall be placed on the eligible list in the order of their final ratings starting with the highest. If two or more eligibles have final ratings which are identical their names shall be arranged on eligible list in the order of their ratings on the chief essential of the examination.

In order to assist county agencies in appointing county residents to positions whenever possible, examining agency shall establish eligible lists containing names of eligibles who reside within a given county. Examining agency

(Section continued on next page)

073-30 INACTIVE LISTS
WPS**073-30**

The name of an eligible who is not available for immediate certification shall be placed upon an inactive list, but may be restored to the active list from which it was removed upon written request of such eligible, provided list resulting from the examination in which he participated is still in existence. (SEE SEC. 073-70, RESPONSE BY CERTIFIED ELIGIBLE AND SEC. 073-90, VOLUNTARY WITHDRAWAL FROM ACTIVE LIST.) (W&IC 119.5, 119.6)

073-50 REQUEST FOR CERTIFICATION OF ELIGIBLES
WPS**073-50**

Whenever a position is to be filled, appointing authority shall notify the SDSW of that fact in advance of date of anticipated need and shall make written request for certification on Form PS-18 (Request for Certification) stating duties, salary, tenure, and location of the position.

In requesting certification for personnel, the appointing authority may have the right to specify the sex of the eligible to be certified, providing that a justifiable reason is given for the request and is approved by the Personnel Officer. (W&IC 119.5, 119.6)

073-60 CERTIFICATION OF NAMES
WPS**073-60**

Examining agency shall certify to appointing authority on Form PS-19 (Certification of Eligibles) names and addresses of the three persons who stand highest on eligible list for class to which position belongs and who have indicated a willingness to accept conditions of employment as specified.

Number of names to be certified to appointing authority shall be on basis of number of appointments to be made plus two from each of following lists: county, district, and Statewide employment lists. All names shall be certified from each eligible list in their consecutive order.

Notwithstanding the existence of an eligible list for a given classification, the appointing authority may request certification from the eligible list for a higher classification within a given series of classifications to fill a vacancy in the lower classification.

Where appointment is for a part-time position, either permanent or temporary, only the names of those eligibles who live in vicinity of the employment need be certified.

If there is no eligible list for class in which vacancy occurs, an appropriate list may be used, if there is such, and in that event only the names of those persons having full qualifications required in vacant position shall be certified.

(Section continued on next page)

073-10 REMOVAL OF NAMES FROM ELIGIBLE LISTS
WPS**073-10**

Under supervision and direction of the SSWB, examining agency may remove name of an eligible from an eligible list:

1. For any of the causes stipulated in Sec. 071-95, Disqualification of Applicants;
2. On evidence that eligible cannot be located by postal authorities;
3. On receipt of statement from eligible declining an appointment and stating that he no longer desires consideration for a position with the agency;
4. If three offers of a probationary appointment to class for which eligible list was established have been declined by the eligible.

Examining agency shall notify eligible by mail addressed to his last-known address of this action and the reasons therefor. An eligible's name shall be reinstated on the eligible list upon showing of cause satisfactory to the SDSW, or in accordance with a decision of the SSWB upon appeal as provided in Sec. 076-70, Appeal from Dismissal, Suspension, or Demotion. (W&IC 119.5, 119.6)

073-20 REEMPLOYMENT LISTS
WPS**073-20**

In addition to the eligible list for any class there shall be established for each class a reemployment list, said list to contain names of any employees who had permanent or probationary status and who have been laid off from positions in such class, and persons who have resigned and who within one year from date of resignation have, with consent of appointing authority and SSWB, withdrawn their resignations, said names to be placed on said list in accordance with combined record of efficiency and seniority of said employee.

Any name, after a period of five consecutive years, shall be removed from the reemployment lists unless period is extended by SSWB. (W&IC 119.5, 119.6)

073-25 PROMOTIONAL ELIGIBLE LISTS
WPS**073-25**

Names of competitors who are successful in promotional examinations for any given county as provided in these rules shall be placed on the county promotional eligible list for class for which such examination is held and said list may take precedence over eligible list and general reemployment list for said class at discretion of appointing authority.

An employee who leaves employ of the county (except by lay-off) in which he has gained eligibility for promotion shall be considered as having relinquished his right to promotion, and his name shall be stricken from such promotional eligible list. In discretion of SDSW, such employee's name may, if the employee requests it in writing, be placed upon eligible list for same class in accordance with final rating attained in promotional examination, if there be such an eligible list then existing. (W&IC 119.5, 119.6; FSSB)

073-70 RESPONSE BY CERTIFIED ELIGIBLE
WPS

073-70

Appointing authority may notify an eligible that he has been certified by the examining agency, may request that he report for interview if he so desires, and shall inform any eligible so notified of the necessity for responding promptly in accordance with the provisions of this section.

Failure of an eligible to respond within 48 hours plus the time required for mail transmittal between headquarters of appointing authority and place of residence of said eligible, or, if notified by telegram requesting him to appear for interview, failure of eligible to present himself or to reach the appointing authority with some kind of communication within 48 hours from the sending of the telegram, shall be deemed an automatic waiver of the certification.

When certification is waived or declined by a certified eligible, appointing authority may request and examining agency shall thereupon certify an additional name in lieu of the eligible who waived. Written evidence of waiver shall be submitted by appointing authority when additional certification is requested.

Name of any eligible who fails to respond, within a reasonable time after notice of certification or any other notice sent him by examining agency requiring an answer, or who fails to keep examining agency advised of his correct address and telephone number, shall be placed on inactive list. Said name may be restored to the active list at any time during remaining time such list is in existence, provided satisfactory reasons are presented to SDSW for failure to respond or to supply required information. (W&IC 119.5, 119.6)

073-60 (Continued)

073-60

If an eligible receives a probationary or permanent appointment, such appointment shall constitute, for its duration, a waiver of his right to certification from any other eligible list on which his name appears for a class of position the salary of which is either equal to or lower than that salary covered by his appointment, unless at time of such appointment he requests in writing that his name be retained for certification from such eligible list or lists. (For exception see Sec. 077-20, Appointment to Fill Military Leave Vacancy.)

Name of each employee whose name appears on an eligible list for a class of position with a higher salary range than the salary range of his present class of position shall be submitted by examining agency, and given consideration for the higher class of position if his name is reached. (W&IC 119.5, 119.6; FSSB)

073-65 OMISSION OF NAMES FROM CERTIFICATION
WPS

073-65

If, in the exercise of his choice provided under Sec. 074-00, Original Appointments, appointing authority passes over the name of an eligible on an eligible list in connection with three separate appointments he has made from the eligible list, written request may be made of the SDSW that name of such eligible be omitted from any subsequent certification to same appointing authority from same eligible list. Name of such eligible shall thereafter not be certified to him from that eligible list for future vacancies in that class of position. (W&IC 119.5, 119.6)

076-50 (Continued)

076-50

in writing at the office of the SDSW within 30 days after the date on which the notification of the results of such examination was mailed to the applicant.

The SSWB will consider appeals from the decisions and ratings of qualifications appraisal boards solely for the reasons and upon the conditions, as follows:

1. For alleged irregularity, bias or fraud in the conduct of the investigation or interview; or
2. For alleged erroneous interpretation and application of the minimum qualifications prescribed for the examination; and
3. Upon receipt by the SSWB, within thirty days of the sending out of the notice of test results, of a written statement by the competitor setting forth the facts upon which he bases his appeal and the determination by the SSWB whether or not good cause exists for the consideration of the appeal.

If, upon considering such an appeal, the SSWB decides that the competitor possesses the minimum qualifications of education, experience, personal traits and fitness for the classification and merits a passing rating, it shall, in the absence of fraud on the part of the qualifications appraisal board, give him a rating on education, experience, and/or personal qualifications not in excess of the minimum passing grade prescribed for the examination.

A rating in any part of an examination shall not be changed unless compliance with the foregoing conditions has been made and unless it is found by the SSWB that a substantial error has been made. The SSWB's decision with respect to a review or change shall be final and shall be entered in its minutes. A correction in the rating shall not affect a certification or appointment which may have already been made from the eligible list. (W&IC 119.5, 119.6)

076-53 PROCEDURE ON APPEALS FOR REVIEW OF EXAMINATIONS WPS

076-53

Upon the granting of a hearing on an examination appeal, SSWB shall request examining agency to prepare a report in answer to the appeal. A copy of such report shall be sent to appellant by registered mail at least 10 days prior to the hearing.

Appeals shall be heard on an informal basis by a referee appointed from the SSWB by its chairman. Employees of the SDSW whose presence is requested by the referee or the Chairman of the SSWB may be present at any appeal to render such assistance as may be required; however, no such employee shall appear in behalf of or against any appellant except upon subpoena.

Appellant shall be permitted to bring witnesses, papers or such documents as he finds necessary and may be represented by counsel.

Referee shall announce at the close of the hearing the date on which his report will be presented to the SSWB. Appellant shall be notified 10 days prior to the meeting. Assistant secretary of the SSWB shall notify appellant at least 10 days prior to the meeting of the date, time and place of the SSWB meeting at which his appeal will be presented.

Decision of the SSWB on any appeal shall be final. Rehearing of appeal may be granted if the SSWB is satisfied that new evidence is available which would affect the decision previously rendered or on discovery of a mistake of fact or law. (W&IC 119.5, 119.6)

076-40 DISMISSAL
WPS**076-40**

Appointing authority may dismiss any employee who, after appointment, has been convicted of an offense in connection with his duties, or of any felony or crime involving moral turpitude. "Conviction" here means a plea or determination of guilt in any court of record, and when such conviction is final, employee shall have no recourse to appeal to the SSWB.

Appointing authority may dismiss any permanent employee who is negligent or inefficient in his duties, unfit to perform his duties, or is guilty of gross misconduct. In case of such dismissal, employee shall be given 15 days' notice in writing by appointing authority stating specific reasons therefor. In extreme cases involving safety, morale, or efficiency of the service, appointing authority may immediately suspend an employee pending dismissal procedure. (SEE SEC. 076-70, APPEAL FROM DISMISSAL, SUSPENSION, OR DEMOTION.)

Whenever a dismissed employee who had permanent status, has been adjudged by the SSWB after appeal as dismissed without sufficient cause by appointing authority, the SSWB may place name of dismissed employee on eligible list from which it was taken with its original percentage rating. Such restoration, however, shall not permit a certification to position or to county agency from which employee has been dismissed, except upon written request of appointing authority. (SEE SEC. 076-70.)

In dismissals for cause and other punishments, like penalties shall be imposed for like offenses.

Dismissal shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation). (W&IC 119.5, 119.6)

076-50 APPEAL FOR REVIEW OF EXAMINATIONS
WPS**076-50**

Upon the recommendation of the examining agency and with the approval of the SSWB, beginning the second working day after a written examination has been held and extending for a period not exceeding ten working days thereafter, any candidate may inspect a keyed copy of questions in the examination in which he has been a candidate, and may during such period of inspection file in writing an appeal against any part of the test, citing item or items against which appeal is directed, and reason for such appeal. An eligible list resulting from such test shall not thereafter be established until all of disputed items have been reviewed and appropriate adjustment made by correction in scoring key or elimination of items. Thereafter, no candidate shall be entitled to further appeal against results of the written examination except on grounds of fraud in scoring papers; provided, that nothing contained in this section shall nullify right of candidate to inspect his papers. Examining agency may provide an opportunity for review of test material at such places for such period of time as circumstances may from time to time require. (SEE SEC. 072-30, EXAMINATION RECORDS.)

Any applicant who has taken an examination may appeal to the SSWB for review of his rating in any part of such examination to assure that uniform rating procedures have been applied equally and fairly. Such appeal must be filed

(Section continued on next page)

077-02 GRANTING LEAVES OF ABSENCE

077-02

WPS

Leaves of absence without pay may be granted to permanent employees, or any probationary employee who immediately preceding his appointment to his present position held permanent status in some other class, for any of the following reasons:

1. To attend an institution of learning to improve the skills, knowledges, and techniques of their work in the county welfare department; however, upon the recommendation of the county welfare director and the county board of supervisors, and upon the approval of the SDSW, a permanent employee may be granted an educational leave of absence with pay or with partial pay.
2. Pregnancy;
3. Illness or disability;
4. Any other reason approved by the SDSW.

An employee requesting a leave of absence shall file his request in writing with the appointing officer. Such written request shall include the reasons for the request and the period for which the leave of absence is requested.

The appointing officer shall notify the SDSW of all approved leaves of absence, the period of the leave of absence, and the reasons for which the leave of absence was granted. The separation form (Form PS-21) used by the county welfare departments to report all separations of personnel to the SDSW shall be used for reporting leaves of absence.

An employee granted a leave of absence has a right to reinstatement to his former position upon the expiration of the period of his approved leave of absence, provided his position has not been abolished during his absence. In the event the employee's position has been abolished during the period of his leave of absence, his name shall be placed on the reemployment list for the appropriate classification. Reinstatement after leave of absence should be reported to SDSW by appointing authority on Form PS-20 (Notice of Appointment).

If, during the course of the leave of absence, the employee has obtained a permanent position elsewhere, it shall be the duty of the employee to notify the appointing authority by tendering his resignation from the position from which he was granted a leave of absence.

Persons filling vacancies created by an employee's approved leave of absence shall be informed by the appointing officer that the tenure of their employment is temporary and subject to the return of the employee granted the leave of absence.

The failure of an employee to notify the appointing authority of his availability for reinstatement within ten days after the expiration of the period of the approved leave of absence shall constitute an automatic resignation. Such resignation shall be reported to SDSW by appointing authority on Form PS-21 (Report of Separation). (W&IC 119.5, 119.6; FSSB)

076-60 APPEAL FROM REMOVAL FROM ELIGIBLE LIST
WPS**076-60**

An eligible whose name has been removed from an eligible list for any of the reasons specified in Sec. 073-10, Removal of Names from Eligible List, may appeal to SSWB for reconsideration. Such appeal shall be filed in writing with SDSW within 30 days after date on which notification was mailed to applicant. SDSW shall refer the appeal with all pertinent information to SSWB. SSWB, after investigation, shall make its decision and shall notify the eligible accordingly. (W&IC 119.5, 119.6)

076-70 APPEAL FROM DISMISSAL, SUSPENSION, OR DEMOTION
WPS**076-70**

Permanent employee who is dismissed, suspended, or demoted shall have right to appeal to SSWB not later than 30 days after effective date of dismissal, suspension, or demotion. Such appeal shall be in writing and shall be transmitted to SDSW which shall arrange a formal hearing within reasonable time after receipt of appeal. Both employee and county agency shall be notified reasonably in advance of the hearing and shall have right to present witnesses and give evidence before SSWB.

The SSWB, within 30 days after the hearing, shall make its recommendations in writing to county agency for consideration. After consideration of recommendations of SSWB, county agency shall make its decision which shall be final and which shall be duly recorded in permanent records of SDSW. SDSW shall, in writing, promptly notify employee of final decision of county.

All hearings and investigations of charges for dismissal of an employee shall be public and shall be governed by the provisions of these rules; and in the conduct thereof neither SSWB, its representative, nor any other party, shall be bound by technical rules of evidence, nor shall informality in any proceedings or in manner of taking testimony invalidate any order, decision, rule, or regulation made, approved, or governed by SSWB.

Appellant at such hearings shall have opportunity to present whatever competent evidence he may desire to submit in his own defense and shall have right to be represented by counsel. Witnesses may be subpoenaed by SSWB, and SSWB shall have power to compel attendance of witnesses in accordance with this section. (W&IC 119.5, 119.6; FSSB)

077-01 ALLOWANCE FOR LEAVES OF ABSENCE
WPS**077-01**

Subject to the approval of the county welfare director and the county board of supervisors, any permanent employee, or any probationary employee who immediately preceding his appointment to his present position held permanent status in some other class, may be granted a leave of absence without pay for a period not to exceed one year. An original leave of absence granted for a period of less than one year may be extended at the employee's request, and upon the approval of the county board of supervisors, for a period which when added to the period of the original leave of absence will not total more than one year. (W&IC 119.5, 119.6; FSSB)

**645-70 EXPENDITURES FOR SERVICES OF OTHER AGENCIES
OAS, ANB, ANC****645-70**

Participation may be claimed in amounts expended to cover expenses of other agencies incurred in performing services connected with the administration of public assistance upon a proper showing of any or all of the following conditions:

1. It is the general fiscal practice for an outside service agency performing services directly connected with public-assistance administration either (a) to receive its necessary administrative funds by a charge upon each agency based upon the service rendered, rather than by general appropriation, or (b) to receive a portion of its administrative funds by a charge upon each agency supported primarily by funds derived from sources other than general appropriation;
2. The services performed are a distinct and additional function of a type customarily performed as a function of the county welfare department and not a type performed as part of the regular service rendered by such outside agency to other agencies, and a unit of such outside agency performs the service as its sole function and operates as an integral part of the county welfare department;
3. Amounts were expended by a civil service agency for extra identifiable services relating to the establishment and maintenance of personnel standards on a merit basis for the county welfare department as required by rules and regulations of the merit system. They shall include only such special services as are rendered primarily for the county welfare department, and, under existing practice, would not be rendered as a regular service.

The expenditures shall be made from funds appropriated to, earmarked for, or allotted to and expendable by the county welfare department. (W&IC 1560, 2140, 3075; FSSB)

**645-45 SALARIES PAID DURING PERIODS OF LEAVE OR OTHER ABSENCE
OAS, ANB, ANC**

645-45

Claim may be made for salaries paid employees of county welfare department during period of leave with pay in accordance with merit system rules and regulations as set forth in Chapter 070-00, Welfare Personnel Standards. (SEE SEC. 645-40, CATEGORIES UNDER WHICH TIME IS RECORDED.) (W&IC 1560, 2140, 3075; FSSB)

**645-50 COMPUTING LESS THAN FULL MONTHLY SALARY
OAS, ANB, ANC**

645-50

When an employee works part-time, or is on pay roll less than a calendar month, whether or not this constitutes the entire period of his employment, his salary, unless on per diem or hourly basis, shall be based on the actual number of calendar days in the month, unless county rules and regulations provide otherwise. Reciprocal tables devised by SDSW may be used for salary computation. Briefly, days on pay roll

$$\frac{\text{days in the month}}{\text{days in the month}} \times \text{monthly salary} = \text{salary or wage due.}$$
 (W&IC 1560, 2140, 3075; FSSB)

EXAMPLE:

AN EMPLOYEE HIRED TO BEGIN WORK THE MORNING OF SEPTEMBER 16 AT THE MONTHLY SALARY OF \$90 RECEIVES \$45, COMPUTABLE AS FOLLOWS: $15/30 \times \$90 = \45 . SUMMARY OF COUNTY EMPLOYEES PAID LESS THAN FULL TIME MONTHLY SALARY (FORM DFA 64B) IS COMPLETED FOR THE MONTH OF SEPTEMBER FOR THIS EMPLOYEE.

**646-10 EXPENDITURES FOR REPAIRS AND ALTERATIONS
OAS, ANB, ANC****646-10**

Whenever practicable, a lease should specify that repairs and alterations to premises privately owned will be borne by the lessor. Removable improvements, unless made at the lessor's expense, should remain the property of the county.

The county welfare department need not submit Form DFA 117 for approval with respect to expenditures for repairs and alterations to space in any one building occupied by the county welfare department, in the aggregate, during the fiscal year (beginning July 1 and ending June 30) when the expenditure does not exceed 10 per cent of the annual rental, or \$300, whichever is greater. Expenditures that fall within this limitation may be reported by the county as ordinary administrative expenses. When space for office is secured rent free, county welfare department should estimate the fair annual rental value of such premises prior to the alterations and repairs and the annual rental value of the currently occupied premises after remodeling. These estimates should be forwarded, with the factors considered in determining it, to SDSW. (SEE SEC. 646-20, EXPENDITURES FOR RENT OF COUNTY OFFICES.)

When cost of repairs and alterations of space in any premises occupied by office of county welfare department exceeds the limitation previously mentioned and the repairs and alterations are to be made at lessee's expense, Request for Approval of Expenditures for Repairs and Alterations (Form DFA 117), should be submitted in advance to the SDSW in quadruplicate. Information requested on Form DFA 117 should be completed with any supplementary data necessary to qualify the answers. (SEE FORM DFA 117 IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.) (W&IC 1560, 2140, 3075; FSSB)

645-80 EXPENDITURES FOR EYE EXAMINATIONS

645-80

ANB

Participation may be claimed for cost of eye examination for aid to the blind. (SEE SECS. 235-00, PHYSICIAN'S REPORTS OF EYE EXAMINATION, AND 645-10, EXPENDITURES FOR PURPOSES OF ADMINISTRATION)

Necessary expenses to county for transporting an applicant for or recipient of ANB to obtain the required eye examination (SEE SECS. 180-15, DETERMINATION OF DEGREE OF BLINDNESS, AND 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY) are administrative expenses, subject to Federal reimbursement provided;

1. The applicant or recipient is not financially able to meet such costs, and
2. There is no accessible ophthalmologist on the panel in the county and the person must be transported to another county or State, or
3. Transportation to another county or State is necessary for examination by an ophthalmologist who had not previously examined the person, or
4. The distance to the nearest accessible ophthalmologist in the county on the panel is great and transportation to his office is necessary, or
5. The blind person is bedfast and the cost of transportation of the ophthalmologist to the home of the blind person is incurred by the county, or
6. The blind person requires an attendant to accompany him to the ophthalmologist's office, thus incurring additional expense. (W&IC 3075; FSSB)

646-00 EXPENDITURES FOR FIXED ASSETS
OAS, ANB, ANC

646-00

Participation is claimed for expenditures incurred for ordinary current administrative operations. Participation is not available in expenditures which involve capital improvements, such as the purchase of land and the construction of new buildings, the expansion of existing buildings, extensive remodeling, or extraordinary repairs, which are of such a degree as to substantially constitute reconstruction. (W&IC 1560, 2140, 3075; FSSB)

646-80 (Continued)

646-80

paid for less than one full month, it is not necessary to submit Form DFA 64B. (SEE SEC. 645-50, COMPUTING LESS THAN FULL MONTHLY SALARY.) (SEE FORM DFA 64B IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

4. Administrative Expense Worksheets - Maintenance and Operation and Capital Outlay (Form DFA 64A), shall be submitted in triplicate. This form shows allocation of such expenditures based on results of time recording. (SEE FORM DFA 64A IN SEC. 646-99.)

Column 2, Object of Expenditure, shall contain a breakdown of all expenditures listed in county welfare department ledgers and budgets. The individual headings shall be used when further itemized accounts are kept by the county welfare department.

Column 3, Gross Total Expenditures, enter total cost of all items, including taxes, in this column.

Column 4, Less Extraneous Expenditures, enter amount of taxes, other than State sales tax or expenditures for use of other than the county welfare department in this column.

Column 5, Total Allocable Expenditures, enter net cost of items. This will be the remainder of gross cost (column 3) less extraneous expenditures (column 4).

Alternate Administrative Expense Worksheets (Form DFA 64 Alternate and 64A Alternate) are provided to facilitate the segregation of programs in those counties where there are diversified activities involving other welfare programs.

The alternate worksheets (Form DFA 64 Alternate and 64A Alternate) include two pages each; page two provides, in addition to a column for GR, columns for Commissary, CWS, etc. Six additional columns are provided for the insertion of other programs or projects upon which welfare employee time or funds have been expended such as Civilian War Assistance and Enemy Alien Assistance.

Combinations of joint expenditures shall be itemized, by inserting column numbers of programs concerned, in columns provided on alternate Administrative Expense Worksheets (Column 22 of Form DFA 64 Alternate, and Column 21 of Form DFA 64A Alternate.) Joint and Over-all expenditures shall be distributed to the programs in accordance with Sec 646-70, Rules for Allocating Administrative Expense.

Care shall be exercised to follow line numbers on the Administrative Expense Worksheets in extending total allocable expenditures on Page 1 to the columns on Page 2.

Claims for administrative expense shall be submitted immediately after close of each month. A separate claim shall be submitted for each calendar month. (SEE SECS. 601-00, QUARTERLY ESTIMATES OF EXPENDITURES FOR AID AND ADMINISTRATION, 601-10, QUARTERLY ADJUSTMENT OF FUNDS, 628-10, STATE AUDIT OF AID CLAIMS, AND 628-20, AID CLAIM CORRECTION.)(W&IC 1560, 2140, 3075; FSSB)

646-80 FORMS USED IN ADMINISTRATIVE EXPENSE CLAIMS
OAS, ANB, ANC**646-80**

Monthly administrative expense claims consist of the following forms:

1. Administrative Expense Affidavit (Forms Ag, Bl, CA 807), on which county officers attest to the amount of participation due for administrative expenses, shall be submitted in duplicate. (SEE FORMS Ag, Bl, CA 807, IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

Separate supplemental aged Administrative Affidavits are not required. Claim for additional reimbursement of administrative expense for Federal supplemental OAS shall be included as a separate item on the Form Ag 807.

Items 1 and 4 on Form Ag 807 cover the current month and do not include supplemental claims;

Item 2 on Form Ag 807 provides for the insertion of the Additional Amount Due from Federal Funds for OAS assistance covering prior months, which has been listed in column B and totaled in Item 10 on the current Aged Aid Affidavit, Form Ag 800;

Item 3 on Form Ag 807, is the sum of Items 1 and 2;

Item 5 on Form Ag 807, Total Amount Due from Federal Funds for Administrative Expense for OAS, is the amount claimed for reimbursement of expenditures covering current and prior months.

2. Administrative Expense Worksheet - Salaries and Wages (Form DFA 64), shall be submitted in triplicate. This form shows allocation of expenditures based on Monthly Time Record (Form DFA 43), for salaries and wages paid full and/or part time employees. (SEE FORM DFA 64 IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

Column 2, Name and Classification Title of Each Employee, list the name as it appears on county pay roll records and the abbreviated classification title of each employee. Abbreviations used shall be those shown in Glossary - Merit System Classification Abbreviations.

Column 3, Month Covered, show the month for which each expenditure is applicable.

Column 4, Gross Total Expenditures, and Column 6, Total Allocable Expenditures, list actual compensation received as salary or wage. Do not include monies received for travel or other expenses. (W&C 1560, 2140, 3075; FSSB)

3. Summary of County Employees Paid Less Than Full Time Monthly Salary (Form DFA 64B), shall be submitted in triplicate. This form provides for listing all persons employed for less than one full month and shows the dates employed, the total number of days paid, the regular rate for one full month's employment and the amount of warrant issued. When no employees listed on Form DFA 64 were

(Section continued on next page)

674-05 (Continued)

674-05

If the county wishes to have the SDSW make an independent finding in addition to the county's finding, request for such a finding shall be made in writing to the SDSW at Sacramento; the request shall be accompanied by a statement showing the claimant's contention, the amounts and periods involved, and the basis upon which the repayment was collected by the county. (W&IC 1560, 2140, 2222.7, 3075, 3460)

In cases where the erroneous repayment was made on the basis of alleged ineligibility to one or more entire monthly grants, the Federal, State and county shares of the erroneous repayment shall be returned.

In cases where the erroneous repayment was made on the basis of alleged ineligibility to one or more partial monthly grants, the State and county shares shall be returned, but the Federal share of the erroneous repayment is not returnable. (FSSB)

No distinction shall be made between cases where the entire amount allegedly due has been repaid in one lump sum and cases where payments toward liquidation of the amount allegedly due have been made in installments.

Recipients of aid whose claim for the return of an erroneous repayment of aid has been rejected by the board of supervisors shall be informed of their right to appeal to the SSWB. (W&IC 1560, 2140, 3075, 3460)

674-10 FISCAL REPORTING OF RETURNS OF ERRONEOUS REPAYMENTS OAS, ANB, APSB, ANC

674-10

If the erroneous repayment was not previously reported to the SDSW on Forms Ag, Bl, CA 803 (Report of Adjustments) or Ag, Bl, CA 805 (Report of Collections), the return of the erroneous repayment need not be reported to the SDSW, but all pertinent facts surrounding the return shall be incorporated in the county case record.

If the erroneous repayment has already been reported to the SDSW on Forms Ag, Bl, CA 803 or 805, the county shall report the return of the erroneous repayment on a current claim as credit entries on Forms Ag, Bl, CA 803 or 805, and deduct them from the total of regular adjustments or collections reported. The fiscal distribution of the credit item shall be in the same relative proportion as the distribution of the original repayment. The date on which the return was made, together with the check or warrant number shall be reported on Forms Ag, Bl, CA 803 or 805. If the county has no regular adjustments or collections to report, or if such regular adjustments or collections total less than the returns to claimants, credit entries will appear under the appropriate items on the Aid Affidavit, Form Ag, Bl, CA 800.

In addition to inclusion on Forms Ag, Bl, CA 803 or 805, the return and all information pertaining thereto shall be reported to the SDSW for each individual case by means of a letter or Form Ag, Bl, CA 808 (Notice of Repayment). In the event Form Ag, Bl, CA 808 is used, the heading of the form should be changed to "Notice of Return of Repayment." (W&IC 1560, 2140, 2222.7, 3075, 3460)

673-50 REPORTING OF COLLECTIONS
OAS, ANB, APSB, ANC**673-50**

Collections are reported on the Aid Affidavits (Forms Ag, Bl, CA 800 and CA 800 BHI) under the items provided and details shown on Report of Collections (Forms Ag, Bl, CA 805), accompanying each respective claim. (SEE FORMS AG, BL, CA 800, CA 800 BHI AND AG, BL, CA 805 IN SEC. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 116, 1560, 2140, 3075, 3460)

673-75 ADDITIONAL REPORTS OF ADJUSTMENTS AND COLLECTIONS
OAS, ANB, APSB, ANC**673-75**

Notices of Repayment (Forms Ag, Bl, CA 808), are used to report all repayments of aid. It shall be stated in the space provided on such forms whether the repayment is an adjustment or a collection. It is also necessary to include on these forms specific information regarding the reason for and the amount of the overpayment as well as the period during which the overpayment occurred; also the method used in computing the total amount of the distribution of the repayment. (SEE FORMS AG, BL, CA 808 IN SEC. 674-99, FORMS USED IN REPORTING REPAYMENTS.) (W&IC 116, 1560, 2140, 3075, 3460)

674-00 DEFINITION OF ERRONEOUS REPAYMENTS
OAS, ANB, APSB, ANC**674-00**

An erroneous repayment is a repayment of aid which has been collected upon the assumption that aid was extended to which the recipient was not in fact or by law entitled, and where it is later found that the recipient was in fact or by law entitled to the aid which he received. (W&IC 1560, 2140, 2222.7, 3075, 3460; AGO NS 4608)

674-05 CLAIMS FOR THE RETURN OF ERRONEOUS REPAYMENTS
OAS, ANB APSB, ANC**674-05**

Assistance shall be given by the County Welfare Department to individuals who wish to file claims for the return of erroneous repayments of aid. (W&IC 1560, 2140, 3075, 3460)

Claims for the return of erroneous repayments of aid shall be filed with the county auditor or the clerk of the board of supervisors within one year from the date on which the last item of the claim accrued; i.e., if the last erroneous payment on the same account occurred within one year preceding the date on which the claim is filed, all erroneous payments made on that account may be included in the claim.

Claims for the return of erroneous repayments, if duly filed, shall be approved by the board of supervisors if it is found that the repayment of aid was collected erroneously because of mistake of law or fact. In making findings with respect to erroneous repayments of aid, the county shall carefully determine if, during the period to which the repayment was applicable, there existed other factors of complete or partial ineligibility in addition to the one on which the repayment of aid was predicated; if such facts are found to have existed, it may be found that no return, or a return in a smaller amount, is in order. (AGO NS5407, POL C 4075)

A voluntary repayment of aid, made upon the initiative of the payer, without request or suggestion on the part of the county, constitutes a gift, and shall not be deemed to have been erroneous. (AGO NS1459)

(Section continued on next page)

685-10 STATE AUDIT OF TRANSPORTATION OF NEEDY CHILDREN CLAIMS 685-10
ANC

Transportation of needy children claims (Form DFA 140) are audited in the SDSW against the vouchers submitted by the county and forwarded to the State Controller's office for payment. Warrants are payable to the county treasurer. (W&IC 1560, 1580; SBC)

685-20 CLAIM CORRECTIONS 685-20
ANC

Counties are notified, by means of a claim correction letter, of any changes in amounts which have been made during the SDSW claim audit. The reason for each change is stated. (W&IC 1560; SBC)

685-00 TRANSPORTATION OF NEEDY CHILDREN CLAIMS
ANC

685-00

Claims for one-half the expense necessarily incurred in transporting needy children to proper homes without the State (See Secs. 102-80, TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE, AND 235-95, INVESTIGATION OF TRANSPORTATION OF NEEDY CHILDREN OUTSIDE STATE) shall be submitted to the SDSW immediately after transportation is effected. Claims shall be submitted in quadruplicate on Form DFA 140, Claim for Transportation of Needy Children, and shall be accompanied by certified copies of original vouchers, or by a detailed explanation showing the amount and necessity for each charge. All transportation company charges shall be covered by vouchers. (W&IC 1560, 1580; SBC)

FORM AG 807

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

FORWARD TWO COPIES TO
SACRAMENTO, CALIFORNIA

ADMINISTRATIVE EXPENSE AFFIDAVIT

From XX County

For Aged Persons Eligible Under the Old Age Security Law

For Month of August, 1943 FISCAL YEAR
(For State Use Only)Do Not Write in
This Space

AMOUNT DUE FROM FEDERAL FUNDS FOR ADMINISTRATION OF AID TO NEEDY AGED

1. Amount Due from Federal Funds for Aid, (Basis for Administrative Expense Claim) (Same as Item 10, Column A on Aged Aid Affidavit, Form Ag 800) \$ 11,810.00
2. Additional Amount Due from Federal Funds for Aid for Prior Months Listed on Current Aged Aid Affidavit, (Same as Item 10, Column B, Form Ag 800) \$ 21.00
3. Total of Items 1 and 2 \$ 11,831.00
4. Total Amount Paid by County for Administration of Old Age Security. (Total Col. 6, Form DFA 64A) \$ 686.71
5. Total Amount Due from Federal Funds for Administrative Expense for Old Age Security ($\frac{3}{4}$ of Item 3) (Must not Exceed Item 4) \$ 354.93

CORRECTED AMOUNTS
STATE USE ONLY

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

FOR STATE USE ONLY

6. Federal Share of Adjustments for Administrative Expense for Aged Persons Eligible to Federal Participation. (This Item for State Use Only) \$ _____
7. Adjusted Amount Due from Federal Funds for Administrative Expense for Old Age Security (Item 5 Plus or Minus Item 6) (This Item for State Use Only) \$ _____

STATE OF CALIFORNIA

COUNTY XX } ss

Francis Morgan

BEING DULY SWORN, DEPOSES AND SAYS: That He is the County Official Responsible for the Administration of Old Age Security in and for the Said County; That All of the Provisions of Chapter 1 of Division III of the Welfare & Institutions Code, and Amendments Thereto, and Title 1 of the Social Security Act, and Amendments Thereto, Have Been Complied With to the Best of my Knowledge and Belief; That the Above Expenditures Were Incurred in Administering, or Were Allocated to, Such Program; That with Regard to Expenditures for Salaries & Wages Included Herein All Employments and Rates are Correctly Shown and Are Based Upon Authorization in Compliance with the Requirements of the Rules for a Merit System of Personnel Administration of the State Public Assistance Program as Authorized in Division 1, Chapter 1, Section 119.5 of the Welfare & Institutions Code, and Amendments Thereto.

SUBSCRIBED AND SWORN TO BEFORE ME THIS 6th DAYOF September, 1943Mary JonesTITLE Deputy County ClerkFrancis Morgan

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE County Welfare Director

APPROVED

Richard Boe

CHAIRMAN, BOARD OF SUPERVISORS

I HEREBY CERTIFY, That Warrants Have Been Issued, or Funds Encumbered, To Provide Liquidation of Welfare Administrative Expenditures as Reflected by That Agency's Statement of Expenditures for the Month.

John Smith

SIGNATURE OF COUNTY AUDITOR

Form Ag 807, Revised May, 1944
AGED ADMINISTRATIVE EXPENSE AFFIDAVIT
TO ACCOMPANY MONTHLY ADMINISTRATIVE
EXPENSE WORKSHEETS

CREDIT VOUCHER CLAIM
ADMINISTRATIVE EXPENSE

FORM DFA 64A ALTERNATE

STATE OF CALIFORNIA

ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION
OF EXPENDITURES BASED ON RESULTS OF TIME RECORDING
FOR MAINTENANCE AND OPERATION AND CAPITAL OUTLAYDEPARTMENT OF SOCIAL WELFARE
FORWARD THREE COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA
PART II
COUNTY OF XX
MONTH OF AUGUST, 1943

GRAND TOTAL ALL SALARIES AND WAGES CARRIED FORWARD FROM DFA 64 ALTERNATE									
		\$1,779.99	\$40.00	\$1,739.99	\$542.61	\$51.30	\$7.63	\$172.59	\$99.84
WARRANT		3	4	5	6	7	8	9	10
DATE		OBJECT OF EXPENDITURE		GROSS TOTAL EXPENDITURES	LESS: EXTRANEOUS EXPENDITURES	TOTAL ALLOCABLE EXPENDITURES	OLD AGE SECURITY	AID TO NEEDY BLIND ELIGIBLE	AID TO NEEDY CHILDREN ELIGIBLE
1	2	3	4	5	6	7	8	9	10
9/1/43	1825	BUREAU OF PURCHASES - AGED FORMS		1.20		1.20			
"	26	JONES STATIONERY CO. - MISC. SUPPLIES		4.00		4.00	1.20		
"	27	GRANT ELEC. CO. - GLOBES, COMMISSARY		.67		.67			
"	28	SEARS, ROEBUCK CO. - AUTO SUPPLIES		3.35		3.35			
"	29	PAC. TELE. & TELE. CO. - TELEPHONE		12.00		12.00			
"	30	WESTERN UNION - TELEGRAM		1.60		1.60			
"	31	WILLIAMS, IRENE - MILEAGE		7.20		7.20	7.20		
"	32	CLARK, DELLA - MILEAGE		2.50		2.50			
"	33	MORGAN, FRANCIS - HOTEL, MEALS		15.00		15.00			
"	34	JONES & CO. REAL ESTATE - RENT		50.00		50.00			
"	35	FORD MOTOR CO. - LUBRICATION, FORD CDR.		1.25		1.25			
"	36	MAXWELL AUTO CO. - REPAIR TRUCK		2.50		2.50			
"	37	DR. H.H. MILLER - EYE EXAMINATION		5.00		5.00		5.00	
"		TOTAL MAINTENANCE & OPERATION		106.97		106.97	2.10	5.00	
"		(BEFORE ALLOCATION OF JOINT & OVER-ALL EXPENSE)					1.06	.02	.08
"		ALLOCATION OF JOINT MAINTENANCE & OPERATION					2.29	.34	.28
"		ALLOCATION OF OVER-ALL MAINTENANCE & OPERATION							.15
"		TOTAL MAINTENANCE & OPERATION		106.97		106.97	34.87	7.34	7.30
"		(AFTER ALLOCATION OF JOINT & OVER-ALL EXPENSE)							4.62
9/1/43	1838	MONTGOMERY WARD CO. - OIL HEATER		14.16		14.16			
"		TOTAL CAPITAL OUTLAY (BEFORE ALLOCATION)		14.16		14.16			
"		ALLOCATION OF OVER-ALL CAPITAL OUTLAY					5.23	.52	.31
"		TOTAL CAPITAL OUTLAY (AFTER ALLOCATION)		14.16		14.16	5.23	.52	.31
"		GRAND TOTAL OF \$24, \$20, & C O CHARGEABLE TO EA PROJ		1,791.12	40.00	1,361.12	636.71	59.10	131.93

FORM DFA 64A ALTERNATE, EFFECTIVE JULY, 1943
(TO ACCOMPANY ADMINISTRATIVE EXPENSE AFFIDAVITS)

FORM DFA 64A ALTERNATE (continued)

STATE OF CALIFORNIA

ADMINISTRATIVE EXPENSE WORKSHEET FOR ALLOCATION
OF EXPENDITURES BASED ON RESULTS OF TIME RECORDING
(CONTINUED)DEPARTMENT OF SOCIAL WELFARE
FORWARD THREE COPIES TO THE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO, CALIFORNIA

PART II

(A) SPECIFY JOINT COMBINATIONS OF PROGRAMS BY COLUMN NUMBERS
FOR EACH AMOUNTCOUNTY OF XX
MONTH OF AUGUST, 1943

11	12	13	14	15	16	17	18	19	20	21	22
INDIGENT	COMMISSARY	CHILD WELFARE SERVICES	CIVILIAN WAR ASST.	ENEMY ALIENS & OTHERS	WOOD PROJECT				JOINT EXPENDITURES (AMOUNTS)	PROGRAM COMBINATIONS FOR AMOUNTS IN COL. 20 (A)	OVER-ALL EXPENDITURES
3.35	.67		2.85	1.65					1.60	6 THRU 10	4.00
		2.50									7.50
											15.00
2.50											50.00
											1.25
5.85	.67	2.50	2.85	1.65					1.60		77.75
16.14	7.13	8.25	.37	.23	2.12				-1.60		-77.75
21.99	7.80	10.75	3.22	1.88	2.12						
											14.16
2.24	1.30	1.50	.07	.04	.39						14.16
2.94	1.30	1.50	.07	.04	.39						-14.16
306.11	163.54	196.84	11.64	6.38	85.91						

FORM DFA 64A ALTERNATE, EFFECTIVE JULY, 1943
(TO ACCOMPANY ADMINISTRATIVE EXPENSE AFFIDAVITS)

674-99 Forms Used in Reporting Repayments

674-99

FORM AG 808

FORM AG 808 (revised)—December, 1941
(Formerly Ag 18-DFA)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
Notice of Repayment

NOTICE OF REPAYMENT OLD AGE SECURITY

Check type

COLLECTION

ADJUSTMENT

<input type="checkbox"/>
<input checked="" type="checkbox"/>

To STATE DEPARTMENT OF SOCIAL WELFARE
616 K Street
Sacramento, California

County X X X XDate May 10, 1944Name Dawson, AlbertState No. 1002County No. 975Date repayment received by Collection Officer May 5, 1944Date repayment deposited with County Treasurer May 7, 1944Period(s) for which aid collected was paid 12/1/42 - 12/31/43Total amount of repayment 10.00Net amount to be refunded to United States Government 3.46Net amount to be refunded to State of California 4.55Net amount to be refunded to County 1.99

Source of and reasons for repayment: (give full explanation)

Recipient received \$40.00 per mo. Old Age Security from 6/1/42 through 6/30/43 and \$50.00 per mo. from 7/1/43 through 12/31/43 while also in receipt of \$15.00 per mo. excess income. He has agreed to repay \$285.00 due at the rate of \$15.00 per mo. To date \$90.00 has been repaid and applied at the rate of \$15.00 per mo. The basis for adjustment is the balance due of \$195.00. The ratio of participation used as the basis for distributing further repayments is determined as follows:

	Total	Federal	State	County
Claimed				
12/1/42 - 6/30/43, 7 mos. @ \$40.00 per mo.	\$ 280.00	140.00	70.00	70.00
7/1/43 - 12/31/43, 6 " @ \$50.00 " "	300.00	120.00	150.00	30.00
	580.00	260.00	220.00	100.00
Should have Claimed				
12/1/42 - 6/30/43, 7 mos. @ \$25.00 per mo.	175.00	87.50	43.75	43.75
7/1/43 - 12/31/43, 6 " @ \$35.00 " "	210.00	105.00	87.50	17.50
	385.00	192.50	131.25	61.25

Distribution of adjustment 195.00 67.50 88.75 38.75
Ratio of participation in this and further repayments 100% 34.62% 45.51% 19.87%

Deduction to be made from Aged Claim for month of May 1944[SIGNATURE OF
COLLECTION OFFICER]John Doe

County—To be used for one case only

SEND ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE AT SACRAMENTO

Sec. 685-99 Transportation of Needy Children Claim Forms, ANC
ANC

685-99

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

FORM DFA 140

SUBMIT IN QUADRUPLICATE
STATE DEPARTMENT OF SOCIAL WELFARE
SACRAMENTO

READ THIS AFFIDAVIT CAREFULLY

STATE OF CALIFORNIA

TO XX COUNTY, DR.

FOR TRANSPORTATION OF NEEDY CHILDREN

(AS PROVIDED UNDER SECTION 1580 OF THE WELFARE AND INSTITUTIONS CODE)

DATE OF CLAIM March 2, 19 44, FISCAL YEAR
(DO NOT WRITE IN THIS SPACE)PAID BY XX COUNTY, CALIFORNIA
COUNTY CASE NO. 3578
FOR TRANSPORTATION OF Mary and John Jones STATE CASE NO. CA 21
FROM San Francisco TO New York

DATE	METHOD OF TRANSPORTATION	AMOUNT	PAID BY WARRANT NUMBER	SUPPORTED BY VOUCHER NUMBER
	TRANSPORTATION COSTS: CHECK TYPE (RAILROAD <input checked="" type="checkbox"/> (BUS <input type="checkbox"/> (STEAMSHIP <input type="checkbox"/>	\$		
	FROM <u>San Francisco</u> TO <u>New York</u>	74.50	43760	1
	FROM _____ TO _____			
	FROM _____ TO _____			
	PULLMAN: <u>Nights of Feb. 12, 13 and 14, 1944</u>	10.00	43761	2
	ADDITIONAL EXPENSE			
	DETAIL: <u>Meals en route</u>	12.00	43762	3
	TOTAL AMOUNT PAID BY COUNTY	\$ 96.50		
	STATE'S PRO RATA, ONE HALF	\$ 48.25		

STATE OF CALIFORNIA

COUNTY OF XX

} ss.

I, Jane Roe, BEING DULY SWORN, DEPOSE AND SAY, THAT I AM THE COUNTY OFFICIAL RESPONSIBLE FOR ADMINISTRATION OF AID TO NEEDY CHILDREN IN AND FOR THE SAID COUNTY; THAT THE ABOVE CHARGES ARE CORRECT; THAT THE SERVICES HEREIN MENTIONED WERE ACTUALLY RENDERED AND THE MONEY WAS ACTUALLY PAID, AS SET FORTH ABOVE, IN ACCORDANCE WITH SECTION 1580 OF THE WELFARE AND INSTITUTIONS CODE.

SUBSCRIBED AND SWORN TO BEFORE ME THIS secondDAY OF March, 1944Richard Roe
TITLE Notary Public or Deputy County Clerk

FORM DFA 140, REVISED FEB. 1944

SIGNATURE OF WELFARE DIRECTOR OR OFFICIAL IN CHARGE

TITLE County Welfare Director

I HEREBY CERTIFY THAT THE ABOVE EXPENDITURES WERE INCURRED IN ACCORDANCE WITH SECTION 1580 OF THE WELFARE AND INSTITUTIONS CODE AND THAT WARRANTS TOTALING THE AMOUNT SHOWN HAVE BEEN ISSUED.

SIGNATURE OF COUNTY AUDITOR

MAIN OFFICE
SACRAMENTO
616 K STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

August 4, 1944

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, Box 55
LINDSAY

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

JOHN C. CUNEO
922 J STREET
MODESTO

MRS. T. G. EMMONS
POST OFFICE Box 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.
b5

FILED
In the office of the Secretary of State
of the State of California

AUG 7 - 1944

FRANK M. JORDAN, Secretary of State

By *Chas. M. Wollenberg*
Deputy

1944 AUG 7 AM 11 17

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BLDG.
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BLDG.
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 4, 1944

1297

MANUAL LETTER NO. 58

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the two chapters as follows:

Purpose and General Provisions	Revisions 16 thru 24
Income	Revision 19

These revisions were approved by the Social Welfare Board on July 27, 1944.

Sec. 151-95 Income from Agricultural Labor. Three paragraphs have been added to this manual section.

In the first paragraph the revision restates the present and past policy with minor clarification. The policy of equal division of income from community property was eliminated in the June, 1944, revision of this section only because it was stated elsewhere in the Manual. However, since so many questions arose as to the proper method of considering this type of agricultural income, the policy is restated in the first added paragraph in this agricultural income section.

Paragraph two presents a new policy and one which applies to agricultural income only. It relates to the agricultural earnings of a recipient who is employed by a third party, and differs from the policy governing agricultural income of a recipient from community property or from property rented or leased by a couple and operated as a joint enterprise.

Paragraph three merely sets forth the usual policy that the recipient has income from an ineligible spouse's earnings, in agriculture or otherwise, only after the needs of the spouse and minor children, if any, are met.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

DEPARTMENT OF SOCIAL WELFARE

COMMUNITY DEVELOPMENT

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COMMUNITY DEVELOPMENT

1281

COMMUNITY DEVELOPMENT

The attached report contains a list of the names of the persons who have been identified as being in the community development field. The names are listed in the order in which they were identified.

Persons and General Information
Persons in the community development field

These persons were identified by the Social Welfare Department in the year 1971. The names are listed in the order in which they were identified.

In the first paragraph the writer has given the names of the persons who have been identified as being in the community development field. The names are listed in the order in which they were identified.

Persons who have been identified as being in the community development field. The names are listed in the order in which they were identified.

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)

OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
C. PAYMENT (CONT'D) 2. TIME AND MEDIUM	AID SHALL BE PAID MONTHLY IN ADVANCE BY COUNTY WARRANT. IT IS UNLAWFUL TO ORDER PAY- MENT OF ANY PART OF AID IN FORM OF MERCHANDISE ORDERS FOR FOOD, RENT OR OTHERWISE. (W&IC 2183)	AID SHALL BE PAID MONTHLY IN ADVANCE BY COUNTY WARRANT. (W&IC 3084, 3460)	AID SHALL BE PAID BY COUNTY WARRANT MONTHLY IN ADVANCE EXCEPT WHEN CHILD MAINTAINED IN BHI. (W&IC 1552)
APPEALS	<p>THE BOARD OF SUPERVISORS SHALL NOTIFY THE APPLICANT OF ITS DECISION AND IF DIS- SATISFIED THE APPLICANT MAY WITHIN 30 DAYS REQUEST A HEARING BEFORE THE BOARD OF SUPERVISORS. SUCH APPLICANT SHALL NOT APPEAL TO THE SSWB UNTIL AFTER THE BOARD OF SUPERVISORS HAS RENDERED A DECISION. (W&IC 2181.1)</p> <p>AN APPLICANT WHO IS DIS- SATISFIED WITH THE ACTION OF THE BOARD OF SUPERVISORS MAY APPEAL DIRECTLY TO THE SDSW.</p> <p>ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SU- PERVISORS SHALL UPON APPEAL TO SDSW BE ACCORDED A FAIR HEARING.</p> <p>APPLICANT WHO FEELS AG- GRIEVED BY ANY DECISION OF SSWB MAY FILE WITH SUPERIOR COURT OF COUNTY OF RESIDENCE A PETITION FOR REVIEW OF EN- TIRE PROCEEDINGS UPON QUES- TIONS OF LAW INVOLVED. (W&IC 2182)</p>	<p>ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SU- PERVISORS SHALL UPON APPEAL TO SDSW BE ACCORDED A FAIR HEARING. (W&IC 3086, 3460, 3473)</p> <p>ANY PERSON DISSATISFIED WITH ACTION OF SDSW IN SUS- PENDING OR CANCELING AID SHALL UPON APPEAL TO SSWB BE ACCORDED A FAIR HEARING. (W&IC 3078, 3460)</p>	<p>ANY APPLICANT OR RECIPIENT IF DISSATISFIED WITH ACTION OF THE COUNTY SHALL UPON AP- PEAL TO SDSW BE ACCORDED A FAIR HEARING. (W&IC 1551)</p>
BLINDNESS		VISION OF APPLICANT MUST BE IMPAIRED OR LOST SO THAT HE IS UNABLE TO PROVIDE HIM- SELF WITH NECESSITIES OF LIFE. (W&IC 3005, 3403)	
CITIZENSHIP	APPLICANT MUST BE AMERICAN CITIZEN. (W&IC 2160)		
CONSTRUCTION OF LAW	TO BE LIBERALLY CONSTRUED. (W&IC 2003)	TO BE LIBERALLY CONSTRUED TO EFFECT OBJECTS AND PUR- POSES. (W&IC 3001, 3401)	TO BE LIBERALLY CONSTRUED TO EFFECT ITS OBJECTS AND PURPOSES. (W&IC 1507)
INSTITUTIONAL CARE A. PUBLIC IN- STITUTION	<p>AID MAY NOT BE PAID TO IN- MATE OF PUBLIC HOME OR IN- STITUTION OF CUSTODIAL, COR- RECTIONAL, OR CURATIVE CHAR- ACTER, EXCEPT IN CASE OF TEMPORARY MEDICAL OR SURGI- CAL CARE IN A PUBLIC HOSPI- TAL FOR PERIOD NOT EXCEEDING TWO CALENDAR MONTHS. (W&IC 2160)</p> <p>FOR EACH PERSON WHO IS RE- CEIVING OAS WHEN HE ENTERS A COUNTY HOSPITAL FOR MEDICAL CARE AT COUNTY EXPENSE, THE STATE, DURING THE PERIOD FOR</p>	<p>AID MAY NOT BE PAID TO IN- MATE OF INSTITUTION SUPPORTED IN WHOLE OR PART BY STATE OR POLITICAL SUBDIVISION, EXCEPT IN CASE OF HOSPITALIZATION IN PUBLIC HOSPITAL FOR PERIOD NOT EXCEEDING 30 DAYS.</p> <p>BLIND PERSONS EMPLOYED IN SHOP MAINTAINED BY STATE WHICH DOES NOT PROVIDE BOARD AND ROOM TO EMPLOYEES ARE NOT INMATES OF PUBLIC INSTI- TUTION.</p> <p>AID SHALL NOT BE DENIED BECAUSE OF APPLICANT'S ATTEN-</p>	<p>AID MAY NOT BE PAID TO AN INMATE OF A PUBLIC HOSPITAL EXCEPT WHEN RECEIVING TEMPO- RARY MEDICAL OR SURGICAL CARE NOT EXCEEDING TWO CALENDAR MONTHS IN DURATION. (W&IC 1529)</p>

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
AGE	65 YEARS OF AGE OR OVER. (W&IC 2160)	16 YEARS OF AGE OR OVER. (W&IC 3040, 3041, 3430, 3431)	UNDER 18 YEARS OF AGE. (W&IC 1522, 1552.3)
AID A. AMOUNT	SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S INCOME (INCLUDING CURRENTLY USED RESOURCES BUT NOT CASU- AL INCOME AND INCONSEQUEN- TIAL RESOURCES) TOTALS \$50 A MONTH. (W&IC 2020.01) APPLICANT WHOSE NEED EX- CEEDS \$50 A MONTH MAY RE- CEIVE AID, NOT TO EXCEED \$50, WHICH WHEN ADDED TO HIS INCOME, AS ABOVE, EQUALS HIS ACTUAL NEED. (W&IC 2020.01)	<u>ANB</u> SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S IN- COME (INCLUDING CURRENTLY USED RESOURCES BUT NOT CASUAL IN- COME OR INCONSEQUENTIAL RE- SOURCES) TOTALS \$50 A MONTH. APPLICANT WHOSE NEED EXCEEDS \$50 A MONTH MAY RECEIVE AID, NOT TO EXCEED \$50, WHICH WHEN ADDED TO HIS INCOME, AS ABOVE, EQUALS HIS ACTUAL NEED. (W&IC 3084) <u>APSB</u> SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S NET INCOME FROM ALL OTHER SOURCES, TOTALS \$50 A MONTH. INCOME FROM CERTAIN SOUR- CES OF A TOTAL VALUE NOT EX- CEEDING \$400 PER ANNUM NOT CONSIDERED FOR ANY PURPOSE. (W&IC 3472)	SHALL BE \$22.50 FOR EACH NEEDY CHILD, OR SO MUCH THERE- OF AS IS NECESSARY FOR ADE- QUATE SUPPORT; EXCEPT THAT WHEN APPLICATION IS FILED BY INSTI- TUTION, STATE TO PAY \$15 A MONTH FOR EACH CHILD. ADDITIONAL SUMS MAY BE PAID FROM OTHER STATE AND COUNTY FUNDS IF NEEDED FOR ADEQUATE CARE OF FAMILY. (BASIC ANC BUDGET SCHEDULE TO BE USED.) (W&IC 1510, 1511, 1512) NO CHILD FOR WHOSE SPECIFIC SUPPORT \$25 A MONTH IS PAID, OTHER THAN UNDER ANC LAW, IS ELIGIBLE. (W&IC 1523)
B. INALIENABLE	OAS ABSOLUTELY INALIEN- ABLE. (W&IC 2006)	AID ABSOLUTELY INALIENABLE. (W&IC 3008, 3407) NO PERSON CONCERNED WITH ADMINISTRATION OF ANB OR APSB SHALL DICTATE MANNER OF EX- PENDITURE OF SUCH AID. (W&IC 3003, 3402)	ANC ABSOLUTELY INALIENABLE. (W&IC 1505)
C. PAYMENT 1. TO BEGIN	1. AS OF DATE APPLICA- TION SIGNED, IF GRANTED DURING SAME MONTH; 2. AS OF FIRST OF MONTH IN WHICH APPLICATION GRANTED, IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 60-DAY INVESTIGATION PERIOD; 3. IF INVESTIGATION NOT COMPLETED AT END OF 60-DAY PERIOD, AID SHALL BEGIN AS OF THE FIRST OF THE MONTH IN WHICH ELIGIBILITY IS ES- TABLISHED, OR AS OF FIRST DAY OF MONTH FOLLOWING END OF 60-DAY PERIOD, WHICHEVER IS EARLIER; (W&IC 2183) 4. IF INVESTIGATION OF RE- APPLICATION OF PERSON WHOSE AID HAS BEEN DISCONTINUED DUE TO EMPLOYMENT IS NOT COMPLETED WITHIN 30 DAYS, AID SHALL BEGIN AS OF FIRST OF MONTH IN WHICH 30-DAY PERIOD ENDED. (W&IC 2183.9) 5. AS OF DATE DIRECTED BY SSWB IN AN APPEAL CASE. (W&IC 2182)	1. AS OF DATE APPLICATION SIGNED, IF GRANTED DURING SAME MONTH; (W&IC 3084) 2. AS OF FIRST OF MONTH IN WHICH APPLICATION GRANTED, IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 90- DAY INVESTIGATION PERIOD; (W&IC 3082, 3084, 3460) 3. IF INVESTIGATION NOT COM- PLETED WITHIN 90-DAY PERIOD, AID SHALL BEGIN AS OF FIRST OF MONTH IN WHICH END OF 90- DAY PERIOD OCCURRED. (W&IC 3082, 3460) 4. AS OF DATE DIRECTED BY SSWB IN AN APPEAL CASE. (W&IC 3084, 3460)	1. AS OF DATE APPLICATION SIGNED, IF GRANTED DURING SAME MONTH; (W&IC 1552) 2. AS OF FIRST OF MONTH IN WHICH APPLICATION GRANTED, IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 90-DAY INVESTIGATION PERIOD; (W&IC 1550, 1552) 3. IF INVESTIGATION NOT COM- PLETED WITHIN 90-DAY PERIOD, AID SHALL BEGIN AS OF FIRST OF MONTH IN WHICH END OF 90-DAY PERIOD OCCURRED; (W&IC 1550) 4. AS OF DATE DIRECTED BY SSWB, IN AN APPEAL CASE. (W&IC 1552)

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)

OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
PROPERTY A. REAL AND PERSONAL	<p>COUNTY ASSESSED VALUE APPLICANT'S REAL PROPERTY NOT TO EXCEED \$3000, AFTER ALL ENCUMBRANCES OF RECORD HAVE BEEN DEDUCTED (W&IC 2164) OR, IF MARRIED, COUNTY ASSESSED VALUED COMBINED REAL PROPERTY OF APPLICANT AND SPOUSE NOT TO EXCEED \$3000, AFTER ENCUMBRANCES OF RECORD DEDUCTED (W&IC 2165)</p> <p>REAL PROPERTY IN ANOTHER STATE OWNED BY SPOUSE UNDER CERTAIN CIRCUMSTANCES SHALL NOT PRECLUDE APPLICANT'S RECEIVING AID UNLESS HE HAS A PRESENT LEGAL INTEREST THEREIN. (W&IC 2165A)</p> <p>ESTATES FOR NOT LESS THAN 10 YEARS WHEN USED AS RESIDENCE BY OWNERS THEREOF SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2163.5)</p> <p>ANY PLACE OF ABODE SUCH AS HOUSE, BOAT, TRAILER, ETC., SHALL BE CONSIDERED REAL PROPERTY. (W&IC 2163.7)</p> <p>VALUE OF APPLICANT'S PERSONAL PROPERTY NOT TO EXCEED \$600 AFTER ALL ENCUMBRANCES OF RECORD HAVE BEEN DEDUCTED. (W&IC 2163)</p> <p>PERSONAL PROPERTY SHALL NOT INCLUDE A POLICY OR POLICIES OF INSURANCE IN EFFECT AT LEAST 5 YEARS PRIOR TO APPLICATION, IF VALUE AT MATURITY DOES NOT EXCEED \$1000. (W&IC 2163)</p> <p>AN HEIR'S INTEREST IN AN ESTATE, OR A BENEFICIARY'S INTEREST IN A TRUST SHALL NOT BE CONSIDERED PROPERTY OF AN APPLICANT OR RECIPIENT UNTIL IT IS DISTRIBUTED AND AVAILABLE FOR EXPENDITURE BY HIM. (W&IC 2163.1)</p> <p>PERSONAL PROPERTY DOES NOT INCLUDE PERSONAL EFFECTS. (W&IC 2163.2)</p>	<p>COUNTY ASSESSED VALUE, LESS ENCUMBRANCES OF RECORD, OF PERSONAL OR REAL PROPERTY, OR BOTH, OF APPLICANT, INCLUDING HIS SHARE OF COMMUNITY PROPERTY, NOT TO EXCEED \$3000.</p> <p>PERSONAL PROPERTY SHALL NOT INCLUDE A POLICY OR POLICIES OF INSURANCE IN EFFECT AT LEAST 5 YEARS PRIOR TO APPLICATION, IF VALUE AT MATURITY DOES NOT EXCEED \$1000. (W&IC 3047, 3447)</p> <p>A SHARE OF AN UNDISTRIBUTED ESTATE WHICH HAS NO PRESENT ECONOMIC USE DOES NOT CONSTITUTE PROPERTY. (W&IC 3047.5, 3448)</p>	<p>COUNTY ASSESSED VALUE COMBINED REAL PROPERTY CHILD AND/OR PARENTS NOT TO EXCEED \$3000 (W&IC 1520)</p> <p>CASH OR SECURITIES OWNED BY ORPHAN CHILD NOT TO EXCEED \$250.</p> <p>COMBINED VALUE OF CASH OR SECURITIES OWNED BY CHILD OR CHILDREN IN ONE FAMILY AND/OR PARENTS NOT TO EXCEED \$500. (W&IC 1521)</p> <p>A SHARE OF AN UNDISTRIBUTED ESTATE WHICH HAS NO PRESENT ECONOMIC USE DOES NOT CONSTITUTE PROPERTY. (W&IC 1521.5)</p>
B. TRANSFER	<p>APPLICANT MUST NOT HAVE MADE VOLUNTARY ASSIGNMENT OR TRANSFER OF PROPERTY FOR PURPOSE OF QUALIFYING FOR AID (W&IC 2160) BUT SHALL NOT BE DENIED AID FOR TRANSFER WHICH DOES NOT DEPRIVE HIM OF PRESENT USE, ENJOYMENT OR INCOME</p>		

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)

OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
INSTITUTIONAL CARE A. PUBLIC IN- STITUTION (Cont'd)	LOWING THE FIRST 60 DAYS OF CONFINEMENT, PAYS TO THE COUNTY THE STATE'S SHARE OF THE OAS SUCH PERSON WOULD HAVE RECEIVED IF HE WERE NOT CONFINED. (W&IC 2160.7)	DANCE AT ANY PUBLIC HIGH SCHOOL OR INSTITUTION OF HIGHER LEARNING IN CALIFORNIA. (W&IC 3044, 3444)	
B. PRIVATE INSTITUTION	AID MAY BE PAID INMATE OF HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NON-PROFIT ORGANIZATION UNDER CERTAIN CONDITIONS. (W&IC 2160.5)	AID MAY BE PAID INMATE OF A HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NON-PROFIT ORGANIZATION UNDER CERTAIN CONDITIONS. (W&IC 3044.5, 3460)	AN INSTITUTION MAINTAINING A NEEDY CHILD MAY APPLY TO SDSW FOR AID FOR CHILD. (W&IC 1557) NO CHILD MAINTAINED IN AN INSTITUTION FOR WHOM A BONA FIDE OFFER OF PROPER HOME, OF SAME RELIGIOUS FAITH AS CHILD OR PARENTS, IS MADE IS ELIGIBLE FOR FURTHER AID. (W&IC 1524)
INVESTIGATION	BOARD OF SUPERVISORS, DIRECTLY OR THROUGH AN AUTHORIZED INVESTIGATOR, SHALL UPON RECEIPT OF AN APPLICATION, PROMPTLY, WITHOUT UNNECESSARY DELAY AND WITH ALL DILIGENCE, MAKE NECESSARY INVESTIGATION WHICH SHALL BE COMPLETED WITHIN 60 DAYS AFTER RECEIPT OF APPLICATION. IF NOT COMPLETED AT THE END OF THE 60-DAY PERIOD, THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED. (W&IC 2181, 2183) INVESTIGATION SHALL BE MADE WITHIN 30 DAYS, WHEN A FORMER RECIPIENT, WHOSE AID WAS DISCONTINUED BECAUSE OF EMPLOYMENT, REAPPLIES. IF NOT COMPLETED WITHIN 30 DAYS IT SHALL CONTINUE UNTIL COMPLETED. (W&IC 2183.9)	BOARD OF SUPERVISORS SHALL IMMEDIATELY INVESTIGATE INTO MERITS OF ALL APPLICATIONS. INVESTIGATION SHALL BE COMPLETED WITHIN 90 DAYS AFTER RECEIPT OF APPLICATION. IF NOT COMPLETED AT THE END OF 90-DAY PERIOD, THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED. (W&IC 3082, 3460)	COUNTY SHALL PROMPTLY INVESTIGATE ALL APPLICATIONS IN THE MANNER AND ON FORMS PRESCRIBED BY THE SDSW. INVESTIGATION SHALL BE COMPLETED WITHIN 90 DAYS. IF NOT COMPLETED WITHIN THAT TIME IT SHALL CONTINUE UNTIL COMPLETED. (W&IC 1550)
NEED	REQUIRED. (W&IC 2001)	<u>ANB</u> INABILITY TO PROVIDE SELF WITH NECESSITIES OF LIFE AS DEFINED IN ANB LAW. (W&IC 3005) <u>APSB</u> INABILITY TO PROVIDE SELF FULLY WITH NECESSITIES OF LIFE AS DEFINED IN APSB LAW. (W&IC 3403) <u>ANB-APSB</u> AID MAY NOT BE DENIED BECAUSE OF FREE BOARD AND LODGING SUPPLIED UNDER CERTAIN CIRCUMSTANCES. (W&IC 3049, 3449)	REQUIRED. (W&IC 1500)
PAUPERISM	NO PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RECEIVES OAS. (W&IC 2009)	NO PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RECEIVES ANB OR APSB. (W&IC 3002, 3401.5)	

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
RECORDS CONFIDENTIAL	ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUSTODY, PRESERVATION OF SUCH RECORDS SHALL BE OBSERVED. (W&IC 118) IN CASE OF DISPUTE, THE APPLICATION AND SUPPORTING DOCUMENTS PERTAINING TO HIS CASE IN SDSW, ANY COUNTY OFFICE, OR ELSEWHERE, SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY APPLICANT OR RECIPIENT, OR HIS AGENT OR ATTORNEY. (W&IC 2014) UPON REQUEST, EVERY APPLICANT SHALL BE GIVEN AN ITEMIZED REPORT OF AMOUNT OF AID GRANTED AND DEDUCTIONS, IF ANY, MADE. (W&IC 2016)	ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUSTODY, PRESERVATION OF SUCH RECORDS SHALL BE OBSERVED. (W&IC 118.1). HOWEVER, ALL PAPERS AND RECORDS PERTAINING TO HIS CASE SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY THE APPLICANT OR HIS ATTORNEY OR AGENT. (W&IC 3079, 3460)	ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUSTODY, PRESERVATION OF SUCH RECORDS SHALL BE OBSERVED. (W&IC 118)
RELATIVES RESPONSIBLE	SPOUSE AND CHILD. (W&IC 2160) MAXIMUM DEGREE OF LIABILITY OF RESPONSIBLE RELATIVE SHALL BE DETERMINED BY RELATIVES CONTRIBUTION SCALE. MARRIED DAUGHTER NOT REQUIRED TO CONTRIBUTE UNLESS INCOME IS HER SEPARATE PROPERTY. (W&IC 2181) RECOVERY ACTION SHALL BE BROUGHT AGAINST SPOUSE OR ADULT CHILD PECUNIARILY ABLE TO ASSIST APPLICANT. PAYMENT OF AID SHALL NOT BE CONTINGENT UPON SUCH RECOVERY. (W&IC 2224)	SPOUSE, PARENT AND ADULT CHILD. RECOVERY ACTION MAY BE BROUGHT AGAINST FOREGOING IF PECUNIARILY ABLE TO ASSIST APPLICANT. PAYMENT OF AID SHALL NOT BE CONTINGENT UPON SUCH RECOVERY. (W&IC 3088, 3474)	PARENTS. (CCC 137, 138, 139, 196, 196A, 206, 207, 208, 209)
RESIDENCE A. STATE	APPLICANT SHALL HAVE RESIDED IN CALIFORNIA 5 OUT OF LAST 9 YEARS, INCLUDING YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 2160)	IF BECAME BLIND WHILE CALIFORNIA RESIDENT, NO PERIOD OF RESIDENCE PRECEDING DATE OF APPLICATION REQUIRED. (W&IC 3040, 3430) <u>ANB</u> IF BECAME BLIND WHILE NOT CALIFORNIA RESIDENT, APPLICANT SHALL HAVE RESIDED IN STATE 5 OUT OF LAST 9 YEARS, INCLUDING THE YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 3041) <u>APSB</u> IF BECAME BLIND WHILE NOT CALIFORNIA RESIDENT APPLICANT SHALL HAVE RESIDED IN STATE 10 YEARS IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 3431)	IF CHILD BORN IN CALIFORNIA, NO SPECIFIC PERIOD OF RESIDENCE PRECEDING DATE OF APPLICATION REQUIRED; IF CHILD NOT BORN IN CALIFORNIA, HE SHALL HAVE BEEN PHYSICALLY PRESENT OR PARENT SHALL HAVE RESIDED IN STATE FOR ONE YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&IC 1525)

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
PROPERTY B. TRANSFER (CONT'D)	THEREOF AND DOES NOT RENDER HIM INELIGIBLE UNDER MAXIMUM PROPERTY LIMITATIONS. (W&IC 2007.5) ANY PERSON KNOWING THAT THE OWNER IS AN APPLICANT WHO AIDS OR ABETS IN BUYING OR DISPOSING OF PROPERTY SHALL GIVE 15 DAYS' NOTICE IN WRITING TO THE BOARD OF SUPERVISORS. FAILURE TO DO SO CONSTITUTES MISDEMEANOR. (W&IC 2007)		
C. LIENS	NO AID GRANTED UNDER OAS LAW MAY CONSTITUTE A LIEN AGAINST PROPERTY OF RECIPIENT. (W&IC 2225)		
D. MISCELLANEOUS	RECIPIENT SHALL NOTIFY COUNTY IMMEDIATELY OF ACQUISITION OF ANY PROPERTY BY SELF OR SPOUSE IN EXCESS OF AMOUNT ALLOWED. (W&IC 2222) IF, ON DEATH OF RECIPIENT, IT IS FOUND THAT HE WAS POSSESSED OF PROPERTY IN EXCESS OF AMOUNT ALLOWED, DOUBLE AMOUNT OF AID PAID IN EXCESS OF THAT TO WHICH HE WAS LEGALLY ENTITLED MAY BE RECOVERED BY SDSW. (W&IC 2223)		
PURPOSE OF LAW	TO AID CERTAIN NEEDY AGED RESIDENTS OF CALIFORNIA. (W&IC 2001) TO GIVE AID TO APPLICANTS IN THEIR OWN OR OTHER SUITABLE HOMES OF THEIR OWN CHOOSING, IN PREFERENCE TO PLACING THEM IN INSTITUTIONS. (W&IC 2005)	<u>ANB</u> TO AID CERTAIN NEEDY BLIND PERSONS WHO HAVE NOT SUFFICIENT INCOME OF THEIR OWN TO PROVIDE THEMSELVES WITH NECESSITIES OF LIFE. (W&IC 3005) <u>APSB</u> TO AID CERTAIN BLIND PERSONS WHO HAVE NOT SUFFICIENT INCOME OF THEIR OWN TO PROVIDE THEMSELVES FULLY WITH NECESSITIES OF LIFE. (W&IC 3403) TO PROVIDE A PLAN WHEREBY BLIND RESIDENTS OF CALIFORNIA MAY BE ENCOURAGED TO TAKE ADVANTAGE OF AND ENLARGE THEIR ECONOMIC OPPORTUNITIES, TO THE END THAT THEY MAY BECOME INDEPENDENT OF PUBLIC ASSISTANCE AND ENTIRELY SELF-SUPPORTING. (W&IC 3400)	TO PROVIDE AID FOR CHILDREN WHOSE DEPENDENCY IS CAUSED BY CIRCUMSTANCES DEFINED IN THE ANC LAW. TO KEEP CHILDREN IN OWN HOMES WHENEVER POSSIBLE; TO PROVIDE BEST SUBSTITUTE FOR OWN HOME FOR CHILDREN WHO MUST HAVE FOSTER CARE. (W&IC 1503)

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101-03 PURPOSE AND GENERAL PROVISIONS OF THE PUBLIC ASSISTANCE PROGRAM,
W. & I. CODE
OAS, ANB, APSB, ANC

101-03

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>EVERY NEEDY AGED PERSON RESIDING WITHIN THE STATE SHALL BE ENTITLED TO AID PROVIDED HE COMES WITHIN THE PROVISIONS OF THE LAW. (W&IC 2001)</p> <p>THE PROVISIONS OF THIS LAW SHALL BE CONSTRUED AS AN ADDITIONAL METHOD OF SUPPORTING AND PROVIDING FOR THE AGED POOR. (W&IC 2004)</p> <p>THIS LAW SHALL BE LIBERALLY CONSTRUED. (W&IC 2003)</p> <p>THE SDSW AND THE COUNTY SHALL FOLLOW THE POLICY OF GIVING THE AID PROVIDED IN THE LAW TO EVERY PERSON IN HIS OWN OR SOME OTHER SUITABLE HOME OF HIS OWN CHOOSING IN PREFERENCE TO PLACING HIM IN AN INSTITUTION. (W&IC 2005)</p> <p>NO PERSON RECEIVING AID UNDER THE PROVISIONS OF THE OAS LAW SHALL BE DEEMED A PAUPER BECAUSE OF THE RECEIPT OF SUCH AID. NO WARRANT DRAWN IN PAYMENT OF SUCH AID SHALL CONTAIN ANY REFERENCE TO INDIGENCY OR PAUPERISM. (W&IC 2009)</p> <p>ALL AID GIVEN UNDER THE PROVISION OF THIS LAW SHALL BE ABSOLUTELY INALIENABLE BY ANY ASSIGNMENT, SALE, ATTACHMENT, EXECUTION, OR OTHERWISE AND IN CASE OF BANKRUPTCY THE AID SHALL NOT PASS THROUGH ANY TRUSTEE OR OTHER PERSON ACTING ON BEHALF OF CREDITORS. (W&IC 2006)</p> <p>NO OAS RECIPIENT SHALL BE CONSIDERED IN CUSTODY OF STATE OR ANY SUBDIVISION THEREOF BY REASON OF SUCH AID, OR SUBJECT TO CONTROL IN HIS MANNER OF LIVING BY STATE OR COUNTY OFFICIALS OR EMPLOYEES OF THE COUNTY IN WHICH HE SHALL RESIDE, SAVE WHEN ADJUDGED INCOMPETENT TO CARE FOR HIMSELF BY PROPER TRIBUNAL OR WHEN ADMITTED TO A STATE OR COUNTY HOSPITAL FOR MEDICAL ATTENTION, WHEN HE SHALL BE SUBJECT TO THE RULES OF THE INSTITUTION IN THE SAME DEGREE AS OTHER PATIENTS. NOTHING CONTAINED HEREIN SHALL PREVENT THE PAYMENT OF</p>	<p>THE PURPOSE OF APSB LAW IS TO PROVIDE A PLAN WHEREBY BLIND RESIDENTS OF THIS STATE MAY BE ENCOURAGED TO TAKE ADVANTAGE OF AND TO ENLARGE THEIR ECONOMIC OPPORTUNITIES, TO THE END THAT THEY MAY RENDER THEMSELVES INDEPENDENT OF PUBLIC ASSISTANCE AND BECOME ENTIRELY SELF-SUPPORTING. TO ACHIEVE THIS OBJECTIVE, RESOURCES AND INCOME BEYOND NECESSITIES OF BARE DEPENDENCY AND SUBSISTENCE ARE REQUIRED. THE RETENTION OF NECESSARY INCOME AND RESOURCES BY THE BLIND WHO SHOW A REASONABLE PROBABILITY OF BEING ABLE AND WILLING TO UNDERTAKE THE ACQUISITION OF RESOURCES AND INCOME NECESSARY FOR SELF-SUPPORT WILL ENCOURAGE THEM IN THEIR EFFORTS TO BECOME SELF-SUPPORTING. (W&IC 3400)</p> <p>THE PROVISIONS OF THE LAW SHALL BE LIBERALLY CONSTRUED TO EFFECT ITS OBJECTS AND PURPOSES. (W&IC 3001, 3401)</p> <p>NO BLIND PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RECEIVES ANB OR APSB. THESE LAWS SHALL BE CONSTRUED SEPARATE AND APART FROM ANY PROVISIONS OF THE LAW FOR THE AID AND RELIEF OF INDIGENTS. (W&IC 3002, 3401.5)</p> <p>NO PERSON CONCERNED WITH THE ADMINISTRATION OF THE ANB OR APSB LAW SHALL DICTATE HOW ANY PERSON SHALL EXPEND THE AID GRANTED TO HIM. (W&IC 3003, 3402)</p> <p>ALL AID GIVEN UNDER THESE LAWS SHALL BE ABSOLUTELY INALIENABLE BY ANY ASSIGNMENT, SALE, ATTACHMENT, EXECUTION, OR OTHERWISE AND IN CASE OF BANKRUPTCY THE AID SHALL NOT PASS THROUGH ANY TRUSTEE OR OTHER PERSON ACTING ON BEHALF OF CREDITORS. (W&IC 3008, 3407)</p> <p>NO PERSON WHO PUBLICLY SOLICITS ALMS IN ANY PART OF THE STATE SHALL BE ELIGIBLE TO RECEIVE AID UNDER THE ANB OR APSB LAW. "PUB-</p>	<p>IT IS THE OBJECT AND PURPOSE OF THE ANC LAW TO PROVIDE AID FOR CHILDREN WHOSE DEPENDENCY IS CAUSED BY CERTAIN CIRCUMSTANCES AND TO KEEP CHILDREN IN THEIR OWN HOMES WHEREVER POSSIBLE, AND TO PROVIDE THE BEST SUBSTITUTE FOR THEIR OWN HOMES FOR THOSE CHILDREN WHO MUST BE GIVEN FOSTER CARE. (W&IC 1503)</p> <p>THE PROVISIONS OF THE LAW SHALL BE LIBERALLY CONSTRUED TO EFFECT ITS STATED OBJECTS AND PURPOSES. (W&IC 1507)</p> <p>NO PUBLIC OFFICIAL, AGENT OR REPRESENTATIVE SHALL BE AUTHORIZED IN CARRYING OUT ANY OF THE PROVISIONS OF THE ANC LAW, TO TAKE CHARGE OF ANY CHILD OVER THE OBJECTION OF EITHER OF THE PARENTS OF SUCH CHILD, OR OF THE PERSON STANDING IN THE PLACE OF A PARENT TO SUCH CHILD, EXCEPT PURSUANT TO A PROPER COURT ORDER. (W&IC 1502)</p> <p>ALL AID GIVEN UNDER THIS LAW SHALL BE ABSOLUTELY INALIENABLE BY ANY ASSIGNMENT, SALE, ATTACHMENT, EXECUTION, OR OTHERWISE AND IN CASE OF BANKRUPTCY THE AID SHALL NOT PASS THROUGH ANY TRUSTEE OR OTHER PERSON ACTING ON BEHALF OF CREDITORS. (W&IC 1505)</p> <p>ALL APPLICATIONS AND RECORDS CONCERNING ANY INDIVIDUAL MADE OR KEPT BY ANY PUBLIC OFFICER OR AGENCY SHALL BE CONFIDENTIAL AND SHALL NOT BE OPEN TO EXAMINATION FOR ANY PURPOSE NOT DIRECTLY CONNECTED WITH THE ADMINISTRATION OF THE CATEGORICAL AID LAWS. NO PERSON SHALL PUBLISH OR DISCLOSE OR PERMIT OR CAUSE TO BE PUBLISHED OR DISCLOSED ANY LIST OF PERSONS RECEIVING PUBLIC ASSISTANCE. EXCEPT FOR PURPOSES DIRECTLY CONNECTED WITH ADMINISTRATION OF CATEGORICAL AIDS NO PERSON SHALL PUBLISH, DISCLOSE, OR USE OR PERMIT OR CAUSE TO BE PUBLISHED, DISCLOSED OR USED ANY CONFIDENTIAL INFORMATION PERTAINING TO AN APPLICANT OR RECIPIENT. ANY VIOLATION OF THIS IS A MISDE-</p>

(SECTION CONTINUED ON NEXT PAGE)

101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
RESIDENCE (CONT'D) B. COUNTY	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID. (W&IC 2160) FOR COUNTY FINANCIAL PARTICIPATION, ONE YEAR OF COUNTY RESIDENCE REQUIRED. (W&IC 2160)	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID. (W&IC 3042, 3432) FOR COUNTY FINANCIAL PARTICIPATION, 6 MONTHS' PERIOD OF COUNTY RESIDENCE IS REQUIRED IF APPLICANT BECAME BLIND WHILE CALIFORNIA RESIDENT; OTHERWISE, ONE YEAR OF COUNTY RESIDENCE REQUIRED. (W&IC 3040, 3041, 3430, 3431)	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID. (W&IC 1512, 1526D, 1557) FOR COUNTY FINANCIAL PARTICIPATION, ONE YEAR OF COUNTY RESIDENCE REQUIRED EXCEPT IN CASE OF FOUNDLING OR CHILD WHOSE APPLICATION IS FILED BY INSTITUTION MAINTAINING HIM. (W&IC 1526)
SOLICITATION OF ALMS		NO PERSON WHO PUBLICLY SOLICITS ALMS IN THIS STATE IS ELIGIBLE FOR AID. (W&IC 3046, 3446)	
TRANSFERS, INTER-COUNTY	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPIENT HAS ATTAINED RESIDENCE. (W&IC 2200)	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPIENT HAS ATTAINED RESIDENCE. (W&IC 3090, 3450)	CHILD WHOSE RESIDENCE IS CHANGED FROM ONE COUNTY TO ANOTHER SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH THE CHILD HAS ATTAINED RESIDENCE. (W&IC 1527)

101-03 PURPOSE AND GENERAL PROVISIONS OF THE PUBLIC ASSISTANCE PROGRAM,
W. & I. CODE (Cont'd)
OAS, ANB, APSB, ANC

101-03

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>BE AVAILABLE TO THE PUBLIC IN EACH COUNTY OFFICE ADMINISTERING OAS AND IN EACH LOCAL OR REGIONAL OFFICE OF THE DEPARTMENT. (W&IC 2015)</p> <p>ANY PERSON WHO KNOWINGLY VIOLATES ANY PROVISIONS OF THE OAS LAW FOR WHICH NO PENALTY IS SPECIFICALLY PROVIDED, IS GUILTY OF A MISDEMEANOR. (W&IC 2008)</p> <p>ANY PERSON WHO ACCEPTS COMPENSATION OR OTHER REMUNERATION FOR MAKING APPLICATION FOR AID ON BEHALF OF AN AGED PERSON, OR FOR ASSISTING AN AGED PERSON TO OBTAIN A GREATER AMOUNT OF AID IS GUILTY OF A MISDEMEANOR. AN ACTIVE MEMBER OF THE STATE BAR IS NOT PROHIBITED FROM ACCEPTING A FEE FOR REPRESENTING AN AGED PERSON IN A HEARING BEFORE THE COUNTY BOARD OF SUPERVISORS, IN AN APPEAL TO THE STATE SOCIAL WELFARE BOARD, OR IN ANY COURT ACTION. (W&IC 2008.5)</p> <p>EVERY APPLICANT SHALL BE GIVEN, UPON REQUEST THEREFOR, AN ITEMIZED REPORT SETTING FORTH THE AMOUNT OF AID GRANTED TO HIM, AND THE DEDUCTIONS, IF ANY, MADE. (W&IC 2016)</p>	<p>SDSW OR COUNTY OFFICE OR ELSEWHERE SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY THE APPLICANT FOR ANB OR APSB OR HIS ATTORNEY OR AGENT. (W&IC 3079)</p>	

101-03 PURPOSE AND GENERAL PROVISIONS OF THE PUBLIC ASSISTANCE PROGRAM,
W. & I. CODE (Cont'd)
OAS, ANB APSB, ANC

101-03

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>AID TO ANY RESPONSIBLE PERSON ACCEPTABLE TO THE RECIPIENT FOR THE BENEFIT OF THE RECIPIENT, AS PROVIDED ELSEWHERE IN THE OAS LAW. (W&IC 2193)</p> <p>ALL APPLICATIONS AND RECORDS CONCERNING ANY INDIVIDUAL MADE OR KEPT BY ANY PUBLIC OFFICER OR AGENCY SHALL BE CONFIDENTIAL AND SHALL NOT BE OPEN TO EXAMINATION FOR ANY PURPOSE NOT DIRECTLY CONNECTED WITH THE ADMINISTRATION OF THE CATEGORICAL AID LAWS. NO PERSON SHALL PUBLISH OR DISCLOSE OR PERMIT OR CAUSE TO BE PUBLISHED OR DISCLOSED ANY LIST OF PERSONS RECEIVING PUBLIC ASSISTANCE. EXCEPT FOR PURPOSES DIRECTLY CONNECTED WITH ADMINISTRATION OF CATEGORICAL AIDS, NO PERSON SHALL PUBLISH, DISCLOSE, OR USE OR PERMIT OR CAUSE TO BE PUBLISHED, DISCLOSED OR USED ANY CONFIDENTIAL INFORMATION PERTAINING TO AN APPLICANT OR RECIPIENT. ANY VIOLATION OF THIS IS A MISDEMEANOR. THE SDSW MAY MAKE RULES AND REGULATIONS GOVERNING CUSTODY, USE AND PRESERVATION OF ALL RECORDS, PAPERS, FILES AND COMMUNICATIONS PERTAINING TO ADMINISTRATION OF PUBLIC ASSISTANCE LAWS. THE RULES AND REGULATIONS SHALL BE BINDING ON ALL DEPARTMENTS, OFFICIALS, AND EMPLOYEES OF THE STATE OR OF ANY POLITICAL SUBDIVISION THEREOF. (W&IC 118, 118.1)</p> <p>IN CASE OF DISPUTE, THE APPLICATION AND SUPPORTING DOCUMENTS PERTAINING TO HIS CASE ON FILE IN THE SDSW, OR IN ANY COUNTY OFFICE OR ELSEWHERE SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY THE APPLICANT OR RECIPIENT OR BY HIS DESIGNATED ATTORNEY OR AGENT, UPON PROOF OF HIS DESIGNATION AS SUCH ATTORNEY OR AGENT. (W&IC 2014)</p> <p>COPIES OF ALL LAWS RELATING TO APPLICATION FOR AND GRANTING OF OAS, AND OF ALL BULLETINS AND RULES AND REGULATIONS OF THE SDSW SHALL</p>	<p>LICLY SOLICITS" SHALL BE CONSTRUED TO MEAN EITHER WEARING, CARRYING, OR EXHIBITING SIGNS DENOTING BLINDNESS FOR THE SECURING OF ALMS OR DOING THE SAME BY PROXY OR STATIONARY OR HOUSE-TO-HOUSE BEGGING, OR ANY OTHER MEANS OF PUBLICLY SEEKING ALMS. (W&IC 3046, 3446)</p> <p>ANB OR APSB SHALL NOT BE GIVEN TO ANY INDIVIDUAL WHO RECEIVES AID UNDER THE OAS LAW. (W&IC 3045, 3445)</p> <p>AN APPLICANT GRANTED APSB SHALL NOT BE ELIGIBLE FOR ANB, FOR A PERIOD OF ONE YEAR FROM THE DATE UPON WHICH HE FILED HIS APPLICATION. (W&IC 3473)</p> <p>ALL APPLICATIONS AND RECORDS CONCERNING ANY INDIVIDUAL MADE OR KEPT BY ANY PUBLIC OFFICER OR AGENCY SHALL BE CONFIDENTIAL AND SHALL NOT BE OPEN TO EXAMINATION FOR ANY PURPOSE NOT DIRECTLY CONNECTED WITH THE ADMINISTRATION OF THE CATEGORICAL AID LAWS. NO PERSON SHALL PUBLISH OR DISCLOSE OR PERMIT OR CAUSE TO BE PUBLISHED OR DISCLOSED ANY LIST OF PERSONS RECEIVING PUBLIC ASSISTANCE. EXCEPT FOR PURPOSES DIRECTLY CONNECTED WITH ADMINISTRATION OF CATEGORICAL AIDS NO PERSON SHALL PUBLISH, DISCLOSE, OR USE OR PERMIT OR CAUSE TO BE PUBLISHED, DISCLOSED OR USED ANY CONFIDENTIAL INFORMATION PERTAINING TO AN APPLICANT OR RECIPIENT. ANY VIOLATION OF THIS IS A MISDEMEANOR. THE SDSW MAY MAKE RULES AND REGULATIONS GOVERNING CUSTODY, USE AND PRESERVATION OF ALL RECORDS, PAPERS, FILES, AND COMMUNICATIONS PERTAINING TO ADMINISTRATION OF PUBLIC ASSISTANCE LAWS. THE RULES AND REGULATIONS SHALL BE BINDING ON ALL DEPARTMENTS, OFFICIALS, AND EMPLOYEES OF THE STATE OR OF ANY POLITICAL SUBDIVISION THEREOF. (W&IC 118, 118.1)</p> <p>ALL PAPERS AND RECORDS PERTAINING TO HIS CASE ON FILE IN THE</p>	<p>MEANOR. THE SDSW MAY MAKE RULES AND REGULATIONS GOVERNING CUSTODY, USE AND PRESERVATION OF ALL RECORDS, PAPERS, FILES, AND COMMUNICATIONS PERTAINING TO ADMINISTRATION OF PUBLIC ASSISTANCE LAWS. THE RULES AND REGULATIONS SHALL BE BINDING ON ALL DEPARTMENTS, OFFICIALS AND EMPLOYEES OF THE STATE OR OF ANY POLITICAL SUBDIVISION THEREOF. (W&IC 118, 118.1)</p> <p>A COUNTY MAY TRANSPORT NEEDY CHILDREN TO PROPER HOMES WITHOUT THE STATE, WHEN SUCH HOMES ARE OFFERED. THE STATE SHALL PAY ONE-HALF OF THE TOTAL EXPENSE NECESSARILY INCURRED IN EFFECTING SUCH TRANSPORTATION. (W&IC 1580)</p>

(SECTION CONTINUED ON NEXT PAGE)

152-00 NET INCOME FROM REAL PROPERTY
OAS, ANB, APSB, ANC**152-00**

Net income from real property, other than the net value of occupancy of homes owned by recipients of OAS, ANB and APSB is that income which is available for the support of the applicant or recipient, or in ANC, the child or children, after deducting any expense in obtaining it, such as taxes, interest, upkeep and assessments. (See Sec. 152-10, OCCUPANCY VALUE OF HOMES OWNED BY RECIPIENTS)

Taxes, assessments, interest, etc., are a matter of record and are deducted in the amount required. The amount to be deducted for upkeep and repairs of each unit of rental property shall be determined in accordance with either of the following methods:

1. Deduct the amount actually expended for upkeep and repairs for each unit, or
2. Deduct 15% of the gross monthly rental value plus \$4.17 a month for each unit. When this method is used, no additional allowance is made to cover actual expenditures for upkeep and repair.

Principal payments on encumbrances are not deducted when determining net income from real property except as provided in Sec. 152-10. For exception in APSB see Sec. 151-90, Income from Crops or Livestock.

Net rental from property in which life estate is held shall be considered income. Net rental paid by one who is a responsible relative of the owner or the life tenant is interpreted as rental from property owned rather than as a contribution from a responsible relative. (W&IC 1560, 2140, 3075, 3460)

Under the ordinary life estate agreement the life tenant is assured occupancy of the property, is entitled to all the income therefrom and is responsible for payment of taxes, upkeep and other obligations to keep the property in good condition. In OAS, ANB, and ANC, when expense items for which the life tenant is responsible are paid by another, the amount thereof represents income. In APSB, when expense items for which the life tenant is responsible are paid by a responsible relative, the amount thereof represents "non-exempt" income; if paid by a non-responsible relative, such income represents "exempt" income. (W&IC 1511, 2020, 01, 3084, 3472; CC 818, 840)

(Section Continued on Next Page)

151-95 (Continued)

151-95

When need in excess of \$50 has been established and the recipient has income from agricultural labor, so much thereof as is necessary to reduce the grant to the July, 1943, amount represents deductible income. The remaining income, if any, from agricultural labor is exempt. (W&IC 2020.25, 2140; US 78TH CONGRESS PUB L 45; FSSB)

EXAMPLE E: IN JULY, 1943, THE OAS GRANT WAS \$45 DUE TO OCCUPANCY VALUE. IN SEPTEMBER, 1943, TOTAL NEED WAS DETERMINED TO BE \$60 AND THE GRANT WAS INCREASED TO \$50 EFFECTIVE SEPTEMBER 1, 1943. IN MAY, 1944, THE RECIPIENT BEGINS TO RECEIVE AGRICULTURAL INCOME OF \$30 A MONTH. THE FIRST \$10 OF THIS AMOUNT PLUS THE OCCUPANCY VALUE REPRESENTS INCOME TO BE CONSIDERED IN DETERMINING THE GRANT. THE GRANT IS REDUCED TO \$45 (\$60 - \$15) AND THE BALANCE OF THE AGRICULTURAL INCOME IS EXEMPT.

The net income from crops or other farm products produced on property owned or on property rented or leased to a recipient constitutes income from agricultural labor. When the land is the community property of a couple or the rented or leased property is operated by a couple as a joint enterprise each shall be considered to have a one-half share in the net income.

If all or any part of the agricultural income of a recipient who is employed by a third party is exempt so far as the earner is concerned it shall not affect the grant of the other spouse. If the recipient who is the earner is not entitled to exempt agricultural income the degree to which the spouse benefits from such income shall be determined as provided in Sec. 153-80. Allocation of Income to Spouse.

The degree to which a recipient benefits from income of an ineligible spouse who is employed in agricultural labor by a third party shall be determined in exactly the same manner as when an ineligible spouse has earnings from any other type of employment. (SEE SEC. 172-00, INVESTIGATION OF RESPONSIBLE RELATIVE WITHIN STATE) (W&IC 2140)

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 15, 1944

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
ARCHIBALD B. YOUNG, CHAIRMAN
808 S. SAN RAFAEL AVENUE
PASADENA

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

JOHN C. CUNEO
922 J STREET
MODESTO

MRS. T. G. EMMONS
POST OFFICE BOX 12
SALINAS

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

BEN KOENIG
1680 NORTH VINE STREET
LOS ANGELES

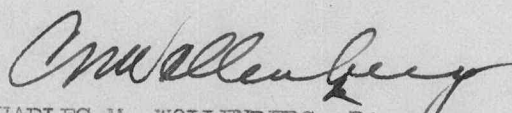
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.
b5

1944 AUG 15 PM 3 13

MAIN OFFICE
SACRAMENTO
616 K STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 10, 1944

1298

MANUAL LETTER NO. 59

Attached is the reissued index to replace the manual index issued July 1, 1941.

This is a relatively detailed general index of the Manual of Policies and Procedures but does not include the index for the Welfare Personnel Standards Chapter which was issued with Manual Letter No. 53. It includes all revisions through Manual Letter No. 55. It is hoped that this index combined with revised chapter separators will make the manual material more accessible.

Attachment

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616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLEBERG
DIRECTOR

Sacramento
August 10, 1944

FILED
In the office of the Secretary of State
of the State of California

AUG 13 1944

FRANK M. JORDAN, Secretary of State

By *[Signature]* Deputy

1297

MANUAL LETTER NO. 59

Attached is the reissued index to replace the manual index issued July 1, 1941.

This is a relatively detailed general index of the Manual of Policies and Procedures but does not include the index for the Welfare Personnel Standards Chapter which was issued with Manual Letter No. 53. It includes all revisions through Manual Letter No. 55. It is hoped that this index combined with revised chapter separators will make the manual material more accessible.

Attachment

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SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 15, 1944

FILED
In the office of the Secretary of State
of the State of California

AUG 16 1944
FRANK M. JORDAN, Secretary of State
By *John J. Gray* Deputy
1297

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In the office of the Secretary of State
of the State of California

AUG 16 1944

FRANK M. JORDAN, Secretary of State

MANUAL LETTER NO. 60

By _____ Deputy

Attached are revised separators for the following chapters in the Manual of Policies and Procedures:

Purpose and General Provisions
Age
Citizenship
Residence
Real Property
Personal Property
Income
Institution Inmates
Relatives
Applications
Investigation and Decision
Continuing Services
Financial Procedures

The main content of the manual sections in each chapter have been listed alphabetically by category of aid or by topical headings under the general heading of "Reference Guide". This alphabetical arrangement of the main subject matter in the manual sections for each chapter separator supplements the General Manual Index released with Manual Letter No. 59 and is a device for rendering manual material more readily accessible to manual readers.

The manual sections listed on these separators include all sections approved by the Social Welfare Board through July, 1944. Several new sections approved on July 27, 1944 will be forwarded to manual holders in forthcoming manual letters.

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Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.

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MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 21, 1944

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

SOCIAL WELFARE BOARD
BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES
MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY
JOHN C. CUNEO
922 J STREET
MODESTO
WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA
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135 NORTH BRIGHT AVENUE
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1170 SEVENTH AVENUE
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BERKELEY

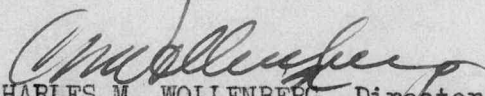
IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,


CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.
b5

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 21, 1944

1297

FILED
In the office of the Secretary of State
of the State of California

AUG 23 1944

FRANK M. JORDAN, Secretary of State

By *Charles M. Wollenberg*
Deputy

MANUAL LETTER NO. 61

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the three chapters as follows:

Age	Revisions 8 and 9
Income	Revisions 20 thru 22
Special Services	Revisions 1 thru 12

These revisions were approved by the Social Welfare Board on July 27, 1944.

Secs. 460-00 thru 460-55 on the Servicemen's Dependents Allowance Act of 1942 bring current the information on family allowances for dependents of servicemen.

Sec. 151-65, Income from Servicemen's Dependents Allowance Act, is a new section covering the allocation of income from the family allowances of servicemen. It provides for meeting the needs of dependents of servicemen on a more individual basis than that provided in the now obsolete Bulletin 235.

The issuance of this material renders obsolete all of Bulletin 235.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

**105-05 AGE, OAS LAW
OAS****105-05**

Aid shall be granted to any person who has attained the age of 65 years provided he meets all the other eligibility requirements of the OAS law. (W&IC 2160)

**105-10 AGE, ANB AND APSB LAW
ANB, APSB****105-10**

A person is entitled to receive Aid to the Blind if he is 16 years of age or over, provided he meets all the other eligibility requirements of the ANB or APSB laws. Verification of age must be obtained if applicant is less than 21 years of age. (W&IC 3040, 3041, 3075, 3430, 3431, 3460)

**105-15 AGE, ANC LAW
ANC****105-15**

No child over the age of 18 years is considered a needy child within the provisions of the ANC law, except as provided in Sec. 105-20, Limitations on age. (W&IC 1522, 1552.3, 1560)

105-00 PROVISIONS, W. & I. CODE REGARDING AGE

105-00

OLD AGE SECURITY	AID TO NEEDY BLIND, AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>AID SHALL BE GRANTED TO ANY PERSON WHO HAS ATTAINED THE AGE OF 65 YEARS PROVIDED HE MEETS ALL THE OTHER ELIGIBILITY REQUIREMENTS OF THE OAS LAW. (W&IC 2160)</p> <p>ANY OF THE FOLLOWING DOCUMENTS SHALL BE SUFFICIENT PROOF OF THE AGE OF AN APPLICANT:</p> <ul style="list-style-type: none"> A. CERTIFICATE OF BIRTH; B. CERTIFICATE OF BAPTISM; C. STATEMENT OF AGE AS RECORDED ON MARRIAGE LICENSE OR CERTIFICATE; D. STATEMENT OF AGE OF THE APPLICANT AS SHOWN BY THE RECORD OF REGISTRATION OF VOTERS IN ANY POLITICAL SUBDIVISION OF THIS STATE, AT LEAST FIVE YEARS PRIOR TO THE DATE OF SUCH APPLICATION; E. ENTRIES IN A FAMILY BIBLE OR OTHER GENEALOGICAL RECORD OR MEMORANDUM OF THE FAMILY OF SUCH APPLICANT; F. THE RETURNS OF THE UNITED STATES CENSUS TAKEN AT LEAST FIVE YEARS PRIOR TO THE DATE OF SUCH APPLICATION; G. THE AFFIDAVIT OF A REPUTABLE PERSON IF IT IS BASED UPON HIS PERSONAL KNOWLEDGE OF FACTS WHICH WOULD DETERMINE THE PROBABLE AGE OF THE APPLICANT AND IS NOT MERELY A STATEMENT OF BELIEF BASED ON APPLICANT'S PERSONAL APPEARANCE; SUCH AFFIDAVIT SHALL CONTAIN STATEMENTS OF THE CIRCUMSTANCES UPON WHICH SAID AFFIANT'S KNOWLEDGE IS BASED; H. SUCH OTHER EVIDENCE AS THE SDSW MAY APPROVE. (W&IC 2162) 	<p>A PERSON IS ENTITLED TO RECEIVE ANB OR APSB IF HE IS 16 YEARS OF AGE OR OVER PROVIDED HE MEETS ALL THE OTHER ELIGIBILITY REQUIREMENTS OF THE ANB OR APSB LAWS. (W&IC 3040, 3041, 3430, 3431)</p>	<p>NO CHILD OVER THE AGE OF 18 YEARS IS CONSIDERED A NEEDY CHILD WITHIN THE PROVISIONS OF THE ANC LAW. (W&IC 1522, 1552.3)</p>

**106-05 PROOF OF AGE REQUIRED IN ANB AND APSB
ANB, APSB****106-05**

If an applicant for ANB or APSB is 21 years of age or over, the applicant's sworn statement as it appears on the application is considered sufficient evidence of age.

If the applicant states he is less than 21 years of age, verification must be obtained that he is over 16 years of age. (W&IC 3040, 3041, 3075, 3430, 3431, 3460)

**106-15 PROOF OF AGE REQUIRED IN ANC
ANC****106-15**

The age of the child for whom application is being made must be verified in ANC. (W&IC 1522, 1560)

**107-00 AGE OF ACCEPTABLE AGE EVIDENCE
OAS, ANB, APSB, ANC****107-00**

Evidence of age in OAS to be acceptable shall be at least two years old except in the following instances when the OAS law requires that the evidence be at least five years old:

- (a) Statement of age in voter's registration records.
- (b) Statement of age in census records

or when the age of a piece of evidence does not affect its accuracy; e.g., the affidavit of a personal reference need not be two years old. (W&IC 2140, 2162b, f, g)

105-20 LIMITATIONS ON AGE**105-20****OAS, ANB, APSB, ANC**

The age of the applicant is a factor in determining his eligibility in all aids.

An applicant for OAS is not eligible for aid until he has completed his 64th year and reached his 65th birthday. Aid may not be granted prior to the day and month as well as the year when the age of 65 is reached. (W&IC 2140, 2160)

In ANB and APSB, aid may not be granted until the applicant has completed his 15th year and reached his 16th birthday. Aid may not be granted prior to the day and month as well as the year when the age of 16 has been attained. (W&IC 3040, 3041, 3075, 3430, 3431, 3460)

In ANC, a child is eligible until the end of the month in which his 18th birthday occurs except when his birthday falls on the first day of the month. In this instance, aid is only payable through the day preceding the 18th birthday. (W&IC 1522, 1552.3, 1560)

106-00 PROOF OF AGE REQUIRED IN OAS
OAS**106-00**

The fact that the applicant has attained the age of 65 must be established in OAS. It is not necessary to establish his exact age. If the exact birth date can not be determined but the year of birth is verified, age 65 is not conclusively established until the 31st day of December of that year. (W&IC 2140, 2160)

**151-60 INCOME FROM ANNUITIES, PENSIONS, COMPENSATION, TRUST FUNDS, ETC.
OAS, ANB, APSB, ANC****151-60**

Monies received from the following sources constitute income in the month received: (This list is not necessarily all-inclusive.)

1. Annuities;
2. Pensions (civil and military), including allowances to dependents of servicemen;
3. Benefits from industrial concerns, unions or lodges;
4. Old Age and Survivors Insurance;
5. Industrial compensation payments except when the full award is made in a single payment. (A single payment in satisfaction of the full award is personal property.);
6. Unemployment compensation payments;
7. Trust funds;
8. In OAS, ANB, and APSB, services or care received under an enforceable contract.

For methods of verifying UI and OASI see Secs. 233-30, Verification of Unemployment Insurance, and 233-35, Verification of Old Age and Survivors Insurance. (W&IC 1511, 1560, 2020.01, 2140, 3075, 3084, 3460, 3472)

**151-65 INCOME FROM SERVICEMEN'S DEPENDENTS ALLOWANCE ACT
OAS, ANB, APSB, ANC****151-65**

Servicemen's dependents allowances are considered income. Dependent upon the family need (or evidence of the intent of the serviceman) servicemen's dependents allowances may be allocated to best meet the needs of the family group. The case record shall show what allocation was made and the reason. The spouse of a recipient may apply to his or her own support and the support of his dependent children such of the income from servicemen's dependents allowances as is necessary before applying the remainder, if any, to the support of the recipient. When a serviceman's allowance is received by either of a couple, the spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his or her own support. (W&IC 2003, 2020.01, 2140, 2142.5, 3075, 3084, 3460, 3472)

Since a mother in ANC is responsible for the support of her children from any income she receives, an allowance paid for her benefit must be considered as income to the family budget unit. An allowance received for the benefit of a specific child or children in a family group is considered specifically for the support of such child or children. (W&IC 1511, 1560)

**151-50 NET INCOME FROM WAGES, SALARIES AND COMMISSIONS
OAS, ANB, APSB****151-50**

The net income from wages, salaries or commissions paid for services rendered is that amount which remains after allowing for the additional expense insured by the recipient incident to the securing and retention of the employment. Such expenses may include:

1. Food--The reasonable cost of lunches or other meals necessarily purchased away from home due to employment.
2. Clothing--The cost of purchase of suitable clothing for employment. Although purchase of new clothing may not be necessary, employment may result in increased cost of clothing replacement.
3. Laundry and Cleaning Service--The cost of laundry and cleaning service if necessary because of employment.
4. Transportation--Cost of transportation incident to employment.
5. Union Dues--If union dues are paid.
6. Equipment--This may include the cost of tools necessary to the employment, the cost of camp tents, camp stoves, etc., if necessary because of employment away from home.

The case record shall show the method used in verifying the gross income. Those items which are deducted from the gross shall be clearly set forth so that the method by which the net income is computed is clearly indicated.

Monies paid to a recipient on the order of the State Labor Commissioner or as the result of court action and which represent delayed payment of wages for past services rendered shall be considered income in the month received. (SEE SEC. 146-05, JUDGMENTS AND COMPENSATION AS PERSONAL PROPERTY.) (W&IC 2140, 3075, 3460)

In OAS and ANB net income which is determined to be casual income shall be disregarded when determining the grant of aid. (SEE SECS. 150-40, DEFINITION OF CASUAL INCOME AND INCONSEQUENTIAL RESOURCES, AND 153-80, ALLOCATION OF INCOME TO SPOUSE.) (W&IC 2020.01, 3084)

**152-50 CONTRIBUTIONS FROM LEGALLY RESPONSIBLE RELATIVES AS INCOME
OAS, ANB, APSB****152-50**

The amount of contributions received from legally responsible relatives in cash, the value of items of support given in kind, i.e., room, board, clothing, etc., and payments made by responsible relatives on behalf of the recipient and for which the recipient is responsible, i.e., mortgage payments on the recipient's real property, etc., represent income. In OAS premiums paid by another on the recipient's life insurance shall not be considered income. (SEE SEC. 152-60, OFFER OF SUPPORT AS INCOME.)

The spouse of a recipient may apply to his or her own support and the support of his dependent children such of his income from earnings, annuities, pensions, allowances from servicemen, etc., as is necessary before applying the remainder, if any, to the support of the recipient. (SEE SECS. 172-00 AND 172-05, INVESTIGATION OF RESPONSIBLE RELATIVES WITHIN STATE, AND 151-65, INCOME FROM SERVICEMEN'S DEPENDENTS ALLOWANCE ACT.)

There shall be no arbitrary division of earnings of minor children. The method of determining the amount of the earnings of the minor child to be used in a household in supplementing or in any way determining the amount of aid to be granted shall be based upon the emancipation of such minor. (SEE SEC. 171-40, RIGHTS AND PRIVILEGES OF PARENTS OF MINOR CHILDREN.) (W&IC 2003, 2020.01, 2140, 2142.5, 2181.01, 2224, 3075, 3084, 3088, 3460, 3474)

152-40 LOANS AS INCOME
OAS, ANB, APSB, ANC

152-40

A bona fide loan contracted by a recipient carries with it the obligation for repayment and hence cannot be considered as making available to the recipient any net or factual amount of income. (See Glossary, Loan.) The funds derived as a result of a bona fide loan, as distinguished from a gift, are equalized by the corresponding indebtedness incurred. The proceeds of such loans shall not be considered income to the recipient when they emanate from non-responsible relatives, friends, persons or agencies, including fraternal, benevolent and non-profit organizations, or, in OAS, private institutions on whom there rests no legal obligation for support. (W&IC 1511, 1560, 2020.01, 2140, 3075, 3084, 3460, 3472)

Loans from a responsible relative may be considered as income because of the legal responsibilities of the relative, provided the responsible relative has the pecuniary ability to contribute the amount of the loan. The loan shall not be considered income when the relative has no such pecuniary ability and the loan must be repaid. (W&IC 1560, 2140, 2181, 2224, 3075, 3088, 3460, 3474)

In OAS personal property holdings, in ANB and APSB real and personal property holdings, and in ANC cash and security holdings shall be re-evaluated on the first of the month following the receipt of a loan to determine whether such holdings are within the maximum permitted for the particular category of aid. (W&IC 1521, 1560, 2140, 2163, 2164, 2165, 3047, 3075, 3447, 3460)

152-70 INCOME FROM ADULTS TO FAMILY BUDGET UNIT
ANC

152-70

When a parent of children receiving aid is living in the home and working all earnings are considered as income to the family budget unit. Special expenses incident to the employment shall be allowed in the budget. The actual contribution made by parents not living in the home shall be considered income. The ability of parents to support or contribute is determined by the relationship between the parents' verified income and their reasonable needs.

In general when the OAS, ANB or APSB recipient is a parent of the child or children receiving ANC his prorated share of rent, utilities and household operations is deducted from the budget, as determined for the other parent and children.

When the parent receiving OAS, ANB or APSB is making a definite contribution to the family budget unit from his grant, net income to the family budget unit is determined by deducting food per budget schedule and the individual's prorated share of rent, utilities and household operation from the actual contribution.

Net contribution from adult children or other adults in the home not included in the family budget unit is determined, and considered as income to the family budget unit as set forth in the preceding paragraph.

An allowance from a serviceman is considered as any other contribution from an adult or minor not living in the home, i.e., as income. (W&IC 1511, 1560)

**152-60 OFFER OF SUPPORT AS INCOME
OAS, ANB, APSB****152-60**

A mere offer of a contribution for support by a responsible relative or anyone else is not in itself sufficient to render a recipient ineligible. Only contributions for full or partial support which are actually received or unconditional offers of cash shall be considered as income.

The following statements apply to all offers in kind from any source and to all conditional offers of cash in either of which the applicant or recipient does not have a property right. If the cash offer is dependent upon fulfillment of a certain condition or upon refraining from a particular act, e.g., living or not living in a certain place, upon refusal of the offer by the applicant or recipient, he shall be granted aid, if otherwise eligible. (W&IC 2140, 3049, 3075, 3449, 3460; AGO NS1040, NS2300; 20 CAL(2) 870)

When the applicant has a property right, i.e., insurance, OASI, stocks, bonds, court order for support, life care contract, or other resource which he owns or in which he has an interest, the benefits accruing from such property are income. (SEE SEC. 152-20, INCOME FROM PERSONAL PROPERTY.) (W&IC 2020.01, 2140, 2160.5, 3075, 3084, 3460, 3472)

153-50 (Continued)

153-50

In OAS, ANB and APSB allotment checks shall be made out by the Department of Public Works or the penal institution to the recipient of aid. In ANC, these checks shall be made to the payee when the child is living with the mother or a relative, or to the county when the child is living in a boarding home or institution.

Allotments to persons, other than responsible relatives, are voluntary and are initiated solely on the request of the prisoner himself. After the prisoner signs the form requesting such an allotment Prison Camps, Division of Highways, or the penal institution obtains an affidavit from the allottee giving the relationship to the prisoner.

Information regarding voluntary allotments in an individual case may be obtained from Prison Camps at the above address or from the warden or superintendent of the penal institution for inmates employed under Sec. 2780.

The county is notified of date and amount of each allotment check by the State Department of Public Works or the penal institution. The county is also notified when the prisoner leaves camp. (W&IC 1500, 1501, 1560, 2140, 3075, 3088, 3460, 3474)

**153-60 INCOME FROM NON-PROFIT, FRATERNAL OR BENEVOLENT INSTITUTION
ANB, APSB**

153-60

A person who is receiving care in a non-profit, fraternal or benevolent institution is considered to have income in the amount by which the per capita cost exceeds payment for room, board and services; e.g., recipient lives in an institution with a per capita cost of \$45 and pays \$35 per month for his board, room and services. He is considered to receive a contribution of \$10 per month from the institution and such contribution is considered in determining his total income. In ANB that amount by which the per capita cost of such non-profit, fraternal or benevolent institution exceeds the amount actually paid represents need in excess of the basic grant, toward which the total income of the individual shall be applied. (See SEC. 163-50, PER CAPITA COST AND NEED IN NON-PROFIT, FRATERNAL AND BENEVOLENT INSTITUTIONS.) (W&IC 3044.5, 3075, 3460)

153-50 (Continued)

153-50

When a recipient of aid is known to be a dependent of an inmate employed in a State prison road camp or under provisions of Sec. 2780 of the Pen. C., the county shall verify the amount of allotment, if any.

Dependents are relatives for whose support the convict is legally responsible. See Secs. 170-05, Relatives, OAS Law, 170-10, Relatives, ANB and APSB Laws, and 170-15, Relatives, ANC Law. In ANC, the mother is not deemed to be receiving ANC for herself. Therefore, since the children are the only persons receiving ANC, the father is the only relative to whom these provisions of the Pen. C. apply, and mandatory allotments may not be made to brothers and sisters of inmates.

When a responsible relative (in ANC, a parent) is an inmate of a State penal institution, the county shall inform the institution that the inmate has a dependent who is receiving aid. See Sec. 193-30, Classification of Half Orphan, P.C.I., for necessary verifications in ANC. Notification of any assignment to a road camp or under the provisions of Sec. 2780 of the Pen. C. shall be requested.

When a responsible relative is in a prison road camp the county shall advise Prison Camps, Division of Highways, P.O. Box 1499, Sacramento, California, of the name of the recipient (in ANC the payee or in BH&I cases the county) to whom the allotment shall be paid.

When the county is advised by a penal institution that an inmate is employed under the provisions of Sec. 2780 of the Pen. C. and of the amount credited to the dependents, the county shall, in turn, give the warden or superintendent of the penal institution the name of the person to whom the allotment shall be paid.

The county shall notify Prison Camps, Division of Highways, or the penal institution when aid is discontinued for a person receiving mandatory allotments from an inmate's road camp earnings or under provisions of Pen. C. Sec. 2780.

Allotments are usually not available until the prisoner has been in camp four months. Allotments are not regular, and are variable in amount, depending upon the number of days worked, cost of maintenance and deductions for commissary purchases.

(Section Continued on Next Page)

**153-80 ALLOCATION OF INCOME TO SPOUSE
OAS, ANB, APSB****153-80**

The applicant or recipient may allocate to his or her spouse a portion of his income from earnings, annuities, pensions (both civil and military), OASI, regular payments received because of compensation laws (both industrial and unemployment), and any income other than that from separate property owned by applicant or recipient. The amount allocated shall not exceed one-half of such income, and it shall not exceed a reasonable amount necessary for the support of the spouse, as determined by investigation in each individual case. No allocation of such income may be made for the support of minor children.

When the applicant or recipient is receiving OASI benefits, the apportionment to his spouse shall not continue after she has reached the age of 65, at which time she becomes eligible by virtue of her husband's "primary benefit" to payments in her own right.

When a serviceman's allowance is received by either of a couple, the spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his or her own support. (W&IC 2003, 2020.01, 2140, 2142.5, 3075, 3084, 3460, 3472)

In APSB, no arbitrary allocation shall be made to the spouse until the recipient has had his full maximum of \$400 exempt income. (W&IC 3460, 3472)

(SEE SECS. 152-50, CONTRIBUTIONS FROM LEGALLY RESPONSIBLE RELATIVES AS INCOME, AND 151-95, INCOME FROM AGRICULTURAL LABOR.)

**153-70 INCOME FROM PRIVATE AGENCIES OR OTHER SOURCES
OAS, ANB, APSB, ANC****153-70**

Income currently received from a private social agency or other source such as a fraternal or benevolent association or service clubs shall be verified prior to the granting of aid. The extent of future participation in the support of the applicant or recipient or the date when the present income will terminate shall be verified. (SEE SEC. 233-25, VERIFICATION OF INCOME.) Determination shall be made as to whether the income is regular fixed income or in ANC, small intermittent income, or in OAS, ANB and APSB, casual and inconsequential income. (W&IC 1560, 2140, 3044.5, 3075, 3460)

460-10 DEPENDENTS ELIGIBLE UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT

460-10

Eligible dependents of servicemen are divided into three groups or "classes": Class A dependents, Class B-1 dependents, and Class B dependents. Dependents eligible in these classes under the Act are indicated as follows:

CLASS A DEPENDENTS:

The lawful wife of the serviceman, his children, and a former wife divorced who has not remarried and to whom alimony is still payable. These persons are considered his primary responsibility and proof of relationship only is needed. Proof of dependency is not required for receipt of allowances under Class A.

1. LAWFUL WIFE includes wife living in serviceman's household, also wife living separate and apart (not legally separated) or, if legally separated, under terms providing for maintenance or support. LAWFUL WIFE also includes common-law wife if the marriage was contracted in a State in which common-law marriages were recognized.
2. FORMER WIFE DIVORCED includes only the former wife who has not remarried and to whom alimony is still payable.
3. CHILD includes serviceman's legitimate child, his adopted child, a step-child, if a member of the man's household, or an illegitimate child, but only if the required proof of paternity is submitted. CHILD also includes any child to whom he has stood in loco parentis (in place of parent) for at least one year prior to date of application. To be eligible, a child must be unmarried and under 18 years of age, or of any age if incapable of self-support by reason of mental or physical defect.
4. The husband and child of an enlisted woman are eligible only if they are dependent upon her for CHIEF support.

CLASS B-1 DEPENDENTS:

Parents, also minor brothers and sisters who are dependent upon the serviceman for their CHIEF support.

1. PARENT includes father and mother, grandfather and grandmother, step-father and stepmother, father and mother through adoption, either of the serviceman or of his spouse, and persons who, for a period of not less than one year prior to the man's enlistment or induction stood in loco parentis (in place of parent) to the serviceman. No more than two parents are eligible for an allowance based on the service of one serviceman.

(Section Continued on Next Page)

FAMILY ALLOWANCES FOR DEPENDENTS OF SERVICEMEN

460-00 GENERAL PROVISIONS OF THE SERVICEMEN'S DEPENDENTS ALLOWANCE ACT

460-00

Under the Servicemen's Dependents Allowance Act of 1942 (as amended in October, 1943), the Federal Government helps enlisted men and women in all grades, also aviation cadets, to take care of dependents by means of family allowances. A family allowance under the Act is a Government check sent to the dependents of enlisted men and women in all grades in the Army, Navy, Marines, and Coast Guard monthly as long as he and they remain eligible. The family allowance is made up of money deducted from the enlisted man's pay and money contributed by the Federal Government.

The terms "soldier," "enlisted man," and "servicemen" as used in Secs. 460-00 through 460-50 includes enlisted men and women in all grades, also aviation cadets. These terms include inductees as well as enlistees. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2; FSSB)

460-05 RANKS COVERED BY THE SERVICEMEN'S DEPENDENTS ALLOWANCE ACT

460-05

The Act provides family allowances, under specified conditions for the dependents of enlisted men and women in the seven grades of the Army, Navy, Marine Corps, and the Coast Guard of the United States. The official pay grades for enlisted men and women covered by the Act follow:

FIRST GRADE (1)

ARMY--MASTER SERGEANT, FIRST SERGEANT.
NAVY--COAST GUARD--CHIEF PETTY OFFICER.
MARINES--SERGEANT MAJOR, FIRST SERGEANT, MASTER GUNNERY SERGEANT, MASTER TECHNICAL SERGEANT, QUARTERMASTER SERGEANT, PAYMASTER SERGEANT.

GRADE 1A

NAVY--COAST GUARD ONLY--CHIEF PETTY OFFICER (ACTING APPOINTMENT).

SECOND GRADE (2)

ARMY--TECHNICAL SERGEANT,
NAVY--COAST GUARD--PETTY OFFICER FIRST CLASS, COOK FIRST CLASS, STEWARD FIRST CLASS.
MARINES--GUNNERY SERGEANT, TECHNICAL SERGEANT, DRUM MAJOR, SUPPLY SERGEANT, TECHNICAL STEWARD.

THIRD GRADE (3)

ARMY--STAFF SERGEANT, TECHNICIAN THIRD GRADE.
NAVY--COAST GUARD--PETTY OFFICER SECOND CLASS, COOK SECOND CLASS, STEWARD SECOND CLASS, MUSICIAN FIRST CLASS.
MARINES--PLATOON SERGEANT, STAFF SERGEANT, OFFICERS' COOK FIRST CLASS, OFFICERS' STEWARD FIRST CLASS.

(OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

FOURTH GRADE (4)

ARMY--SERGEANT, TECHNICIAN FOURTH GRADE.
NAVY--COAST GUARD--PETTY OFFICER THIRD CLASS, COOK THIRD CLASS, STEWARD THIRD CLASS, FIREMAN FIRST CLASS.
MARINES--SERGEANT, MESS SERGEANT, CHIEF COOK, FIELD MUSIC SERGEANT, OFFICERS' COOK SECOND CLASS, OFFICERS' STEWARD SECOND CLASS.

FIFTH GRADE (5)

ARMY--CORPORAL, TECHNICIAN FIFTH GRADE.
NAVY--COAST GUARD--NONRATED MAN OR WOMAN FIRST CLASS (EXCEPT FIREMAN AND MUSICIAN), FIREMAN SECOND CLASS, MUSICIAN SECOND CLASS.
MARINES--CORPORAL, MESS CORPORAL, FIELD COOK, FIELD MUSIC CORPORAL, OFFICERS' COOK THIRD CLASS, OFFICERS' STEWARD THIRD CLASS.

SIXTH GRADE (6)

ARMY--PRIVATE FIRST CLASS.
NAVY--COAST GUARD--NONRATED MAN OR WOMAN SECOND CLASS (EXCEPT FIREMAN AND MUSICIAN), FIREMAN THIRD CLASS.
MARINES--PRIVATE FIRST CLASS, ASSISTANT COOK, FIELD MUSIC FIRST CLASS, MESS ATTENDANT FIRST CLASS.

SEVENTH GRADE (7)

ARMY--PRIVATE.
NAVY--COAST GUARD--NONRATED MAN OR WOMAN THIRD CLASS (EXCEPT FIREMAN).
MARINES--PRIVATE, FIELD MUSIC, MESS ATTENDANT SECOND CLASS.

460-20 AMOUNT OF ALLOWANCE PAYABLE TO SERVICEMEN'S DEPENDENTS

460-20

Family allowances are fixed by law for each eligible dependent. A chart showing basic allowances for Class A, Class B-1, and Class B dependents follows (SEE SEC. 460-10, DEPENDENTS ELIGIBLE UNDER SERVICEMEN'S DEPENDENTS ALLOWANCE ACT):

CLASS A DEPENDENTS - (Dependency not required)

Wife (no child)	\$ 50
Wife and 1 child.	80
Wife and 2 children	100
For each additional child, an additional.	20
Former wife divorced. up to	42*
Former wife divorced and 1 child. up to	72*
Former wife divorced and 2 children up to	92*
For each additional child, an additional.	20
Child but no wife	42
For each additional child, an additional.	20

*In no case will the monthly payment to a former wife divorced exceed \$42.

CLASS B-1 DEPENDENTS - (Chief Support)

1 parent.	\$ 50
2 parents	68
1 parent and 1 brother or sister.	68
2 parents and 1 brother or sister	79
1 brother or sister but no parent	42
For each additional brother or sister, an additional.	11

CLASS B DEPENDENTS - (Substantial Support)

1 class B dependent or more than one.	\$ 37
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(This amount is a flat rate, no matter how many dependents there are, and is payable only if there is no family allowance payable to any Class B-1 dependents.) (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-25 APPLICATION FOR FAMILY ALLOWANCES FOR SERVICEMEN'S DEPENDENTS

460-25

Application for family allowances under the SDAA should be made only on the official form. These forms are available from Army reception centers, Army recruiting stations, local chapters of the American Red Cross, Service Command Headquarters, and the War Department Office of Dependency Benefits. (SEE SEC. 460-35, OFFICES OF ARMY, NAVY, MARINE CORPS, AND COAST GUARD ADMINISTERING SERVICEMEN'S DEPENDENTS ALLOWANCE ACT.)

The serviceman should apply for the family allowance himself, if practicable, and file the application with the commanding officer.

(Section Continued on Next Page)

460-10 (Continued)

460-10

2. BROTHER AND SISTER includes brothers and sisters of the half-blood, as well as those of whole blood, stepbrothers and stepsisters, and brothers and sisters through adoption. To be eligible, a brother or sister must be unmarried and under 18 years of age, or of any age, if incapable of self-support by reason of mental or physical defect.

CLASS B DEPENDENTS:

Parents, brothers, and sisters who are dependent upon the serviceman for a SUBSTANTIAL portion of their support. Class B dependents may receive a family allowance only if there are NO Class B-1 dependents named in the application. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-15 DEDUCTIONS FROM SERVICEMAN'S PAY UNDER THE SERVICEMEN'S DEPENDENTS ALLOWANCE ACT

460-15

Servicemen's allowances are derived from two sources, money deducted from the serviceman's pay and money added by the Federal Government.

If the family allowance is for Class A, Class B-1, or Class B dependents ONLY, \$22 a month is deducted from the serviceman's pay. On the other hand, if the family allowance is for more than one class of dependents, \$27 a month is deducted.

The Federal Government pays the difference between the \$22 or \$27 pay deduction and the total family allowance. See Sec. 460-20, Amount of Allowances Payable to Servicemen's Dependents, for details of total family allowances payable. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-17 VOLUNTARY DEDUCTIONS FROM SERVICEMEN'S PAY (CLASS E)

460-17

In addition to Class A, Class B-1, and Class B family allowances, a serviceman may make a voluntary allotment of pay from his earnings. This voluntary payment is called Class E allotment of pay and is a sum contributed entirely by the serviceman from his own monthly pay. It may be authorized by all ranks of servicemen, either on behalf of dependents, or to an insurance company for the allotter's civilian life insurance premiums, or to a bank for his own or his dependent's bank account. This voluntary allotment of pay may be increased, decreased or discontinued at any time at the serviceman's or woman's request.

A serviceman who is eligible for a family allowance to his dependents may also authorize a Class E allotment of pay in order to provide added security to his dependents. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-30 (Continued)

460-30

other persons having knowledge of the circumstances. These affidavits should state any previous marriages of the serviceman or his wife, the date and the manner such marriage ended; when and where the present common-law marriage took place, where the serviceman and his wife lived, and during what period of time; and in what manner present marriage is publicly recognized.

FOR A DIVORCED WIFE OR SEPARATED WIFE (WITH OR WITHOUT CHILDREN): PROOF OF DIVORCE OR SEPARATION.

1. Certified copy of the court decree of divorce.
2. Certified copy of the court decree of separation and maintenance.
3. True copy of written separation agreement between serviceman and separated wife (when they have not been separated by court order), together with an affidavit to the effect that the same is a true copy in all respects and is still in full force and effect.

FOR A CHILD: PROOF OF AGE AND RELATIONSHIP

1. Certified copy of the public record of birth or church record of baptism.
2. If an adopted child, a certified copy of the court decree of adoption.
3. If an illegitimate child, certified copy of court decree declaring serviceman the father of the child, or ordering the serviceman to contribute to the child's support, or serviceman's written acknowledgment that he is the father of the child. If the serviceman applies, his application is acceptable as such acknowledgment.
4. If a stepchild, all of the following evidence:
 - a. Certified copy of the public record of birth or church record of baptism.
 - b. Certified copy of public or church record of marriage of child's mother to the serviceman, or other acceptable proof of marriage.
 - c. Written statement of serviceman or of other person who files application, asserting that the stepchild is residing in the household of the serviceman.
5. If a child to whom serviceman has stood in loco parentis (in place of parent), affidavit from two persons familiar with the facts, stating that the serviceman has stood in place of parent to the child for at least one year prior to date of application and stating the extent of parental control exercised over the child.

If the preferred proof of birth cannot be obtained, certain other documents may be submitted for consideration. These include, in order of preference:

(Section Continued on Next Page)

460-25 (Continued)

460-25

Dependents may apply, but it is preferable for the serviceman to apply. His wife or child may receive a family allowance with or without his consent. Class B-1 and Class B dependents may receive the allowance only if the serviceman agrees.

Documentary evidence must accompany all applications filed by civilians and by servicemen stationed in the continental United States. No payments may be made until such evidence has been submitted and approved. If a serviceman overseas files an application without attaching such evidence, it must be submitted later, or payments may be stopped. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-30 DOCUMENTARY PROOF TO ACCOMPANY APPLICATION FOR SERVICEMEN'S DEPENDENTS ALLOWANCE

460-30

Certain documentary proof of eligibility is required to establish eligibility for family allowances. These proofs are indicated as follows for Class A, Class B-1, and Class B dependents:

CLASS A DEPENDENTS

FOR A WIFE: PROOF OF MARRIAGE TO SERVICEMAN

FORMALIZED MARRIAGES

Certified copy of the public or church record of marriage.

If the preferred proof of marriage cannot be obtained, certain other documents may be submitted for consideration. These include, in the order of preference:

1. A photostatic copy of the original marriage certificate, or, the marriage certificate itself. In submitting original certificate, applicants deprive themselves of valued documents, hence submission of a photostatic copy is suggested.
2. Certificate by the clergyman or public official who performed the ceremony.
3. Affidavits by two eyewitnesses to the ceremony.

COMMON LAW MARRIAGES

In states or territories where common-law marriages were recognized at the time such relationship existed, affidavit by either the serviceman or his common-law wife, and, in addition, affidavits by two

(Section Continued on Next Page)

460-30 (Continued)

460-30

5. If a parent-in-law, a Dependency Certificate.

A serviceman may name no more than two parents in an application for a family allowance.

FOR A BROTHER OR SISTER: PROOF OF RELATIONSHIP TO SERVICEMAN AND DEPENDENCY UPON HIM FOR CHIEF SUPPORT

1. Certified copy of the public record of birth or church record of baptism.
2. A Dependency Certificate. This certificate must be signed by person completing the form on behalf of a dependent under 18 years of age. If dependent is over 18 years of age, unmarried, and incapable of self-support because of physical or mental disability, certificate of attending physician or psychiatrist is required, explaining the nature of the disease and the extent of disability.

CLASS B DEPENDENTS

Evidence in the case of Class B dependents is the same as that required for Class B-1 dependents, except that in Dependency Certificates they must prove they are dependent upon the serviceman for a substantial portion of their support, instead of for chief support. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-31 AFFIDAVITS UNDER THE SERVICEMEN'S DEPENDENTS ALLOWANCE ACT

460-31

Ordinarily, affidavits in support of an application should be made by persons who will receive no benefit from the family allowance being applied for.

For purposes of the Servicemen's Dependents Allowance Act an affidavit is a written statement or declaration, made under oath before a civil or military authority who is authorized to administer oaths. An official seal of office should appear on all affidavits executed by a civil authority in those states where seals are required. Proper civil authorities usually include: (a) clerk of court, (b) notary public, (c) captain of a vessel at sea, (d) judge, (e) justice of the peace. Proper military authorities usually include: (a) adjutant or adjutant general of a command, (b) summary court, (c) judge advocate, (d) investigating officer, (e) president of board of officers, (f) recorder of board of officers. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-30 (Continued)

460-30

- A. Affidavit from physician, midwife, or nurse who attended the birth, or from the godparents.
- B. Affidavits from two persons, stating their actual knowledge of the name, age, date and place of birth of the child, and naming the parents.
- C. If no other evidence is available, certified copy of records from a family Bible, church, naturalization or immigration office, or a hospital.
- D. Abstracts of passports or insurance policies, provided such abstracts are certified as true copies by a notary public or similar official and supported by affidavits from two persons familiar with the facts.

(SEE SEC. 460-31, AFFIDAVITS UNDER THE SDAA, FOR DISCUSSION OF AFFIDAVITS IN RELATION TO THE SERVICEMEN'S DEPENDENTS ALLOWANCE ACT.)

CLASS B-1 DEPENDENTS

FOR A PARENT: PROOF OF RELATIONSHIP TO SERVICEMAN AND DEPENDENCY UPON HIM FOR CHIEF SUPPORT

1. A Dependency Certificate signed by the parent and the witness to the signature. The certificate attests to the relationship of the parent to the serviceman and to his dependency upon the serviceman for chief support. This certificate may be obtained at any military post or camp, local chapters of the American Red Cross, headquarters of any Service Command, or the Office of Dependency Benefits, Newark, 2, N. J. (For Army personnel). All dependents living in one household may sign the same certificate. The same witness may sign the certificate as witness to all signatures therein. Dependents living in separate households must sign separate certificates. The signer of a Dependency Certificate should bear in mind the fact that any false statement made therein constitutes a violation of the Servicemen's Dependents Allowance Act of 1942, as amended, and renders the person who makes such false statement liable to arrest and, upon conviction, to fine or imprisonment, or both.
2. If a parent by adoption, a Dependency Certificate, and a certified copy of the court decree of adoption.
3. If a step-parent, a Dependency Certificate.
4. If a person who has stood in loco parentis (in place of parent) to the serviceman, a Dependency Certificate and affidavits by two persons familiar with the facts, stating when and under what circumstances the relationship began, and the relationship and ages of parties concerned. Such affidavits must include the extent to which this parent contributed to the support and education of the enlisted man, and the extent of parental control exercised over him. If the enlisted man's parents are alive, affidavits must state when and how they ceased to exercise parental control. (SEE SEC. 460-31)

(Section Continued on Next Page)

460-35 (Continued)

460-35

3. If it appears that an error has been made in the first month for which payment was made.
4. If, as a result of changed conditions, a person is no longer eligible for an allowance.
5. If there is a question regarding the right to an allowance before the first check is received.
6. If reconsideration of a denied application is desired on the basis of a substantial mistake on the original application or on the basis of a change in status or circumstances.

B. Letters on the following subjects should be addressed to the Field Branch, Bureau of Supplies and Accounts, Family Allowances Division, Navy Department, Cleveland, Ohio:

1. If there is a change of address.
2. If a check is not received.
3. If it appears that a mistake has been made in computing the amount of the monthly check.

(OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2; FSSB)

460-40 DATE OF PAYMENT OF SERVICEMEN'S DEPENDENTS ALLOWANCE

460-40

CLASS A AND CLASS B-1 DEPENDENTS

For class A and class B-1 dependents, an initial payment (contributed entirely by the government) is payable for the month in which the soldier enters on active duty in a pay status, provided that he applies within fifteen days of his entry on such duty. Regular monthly payments thereafter are payable from the first of the month following the month in which application was made.

EXAMPLE: IF A SOLDIER ENTERS ON ACTIVE DUTY IN NOVEMBER AND APPLIES WITHIN FIFTEEN DAYS, THE "INITIAL" PAYMENT FOR THE MONTH OF NOVEMBER IS PAYABLE AS SOON AS HIS COMMANDING OFFICER HAS RECEIVED HIS APPLICATION. THE REGULAR MONTHLY FAMILY ALLOWANCE IS PAYABLE AFTER THE END OF THE NEXT MONTH--DECEMBER.

CLASS B DEPENDENTS

For class B dependents, no "initial" family allowance is payable. The regular monthly family allowance is effective for the month in which application is made unless an "initial" family allowance is payable for that month to class A or class B-1 dependents. In this latter case, the regular monthly family allowance for class B dependents is payable as of the month following that in which application is made. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-32 NOTIFICATIONS TO DEPENDENTS OF SERVICEMEN

460-32

Notices concerning allowances are sent to dependents together with other information as to the status of the enlisted man.

For example, the following notices are sent to dependents of enlisted men or women in the Navy who have applied for or are receiving allowances:

1. Dependents are notified of approval of the allowance application.
2. In cases of denial, a letter is sent to the dependent and to the enlisted man or woman advising of the reason for denial.
3. Upon termination of the allowance, the payee is informed of the reason and date of termination.
4. A statement is enclosed with the first allowance check notifying the dependent of the addresses to which to write for specific information. (SEE SEC. 460-35 OFFICES OF ARMY, NAVY, MARINE CORPS, AND COAST GUARD ADMINISTERING SERVICEMEN'S DEPENDENTS ALLOWANCE ACT, FOR ADDRESSES TO WHICH LETTERS SHOULD BE DIRECTED.) (FSSB)

460-35 OFFICES OF ARMY, NAVY, MARINE CORPS AND COAST GUARD ADMINISTERING SERVICEMEN'S DEPENDENTS ALLOWANCE ACT 460-35

Dependents of Army, Coast Guard, Marine, or Navy personnel may write for information to the various offices listed as follows:

- | | |
|--------------|---|
| ARMY | The War Department Office of Dependency Benefits,
Newark 2, New Jersey. |
| COAST GUARD | Chief, Military Morale Division, U. S. Coast Guard
Headquarters, 13th and E Streets NW., Washington, D.C. |
| MARINE CORPS | Commandant, U. S. Marine Corps, Headquarters, U. S.
Marine Corps, Washington, D.C. |
| NAVY | A. Letters on the following subjects should be directed
to the Bureau of Naval Personnel, Navy Department,
Washington, D.C.: <ol style="list-style-type: none">1. If there are new dependents who should receive family allowances.2. If the check should be made payable to someone other than the present payee. |

(Section Continued on Next Page)

460-50 (Continued)

460-50

5. Marriage of any brother, sister, or child receiving the family allowance.
6. Remarriage of a former wife divorced to whom alimony has been payable, voiding the court order under which alimony has been decreed.
7. Cessation of dependency of a class B-1 or class B dependent. (For example, if dependent becomes self-supporting.)
8. Soldier's request that payment of family allowance to any class B-1 or class B dependent be terminated.

The law provides that entitlement to a family allowance will terminate on or be modified at the end of the month in which a change of status in the enlisted man or his dependents occurs, rendering them no longer eligible. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-55 EFFECT OF ALLOTMENTS UNDER THIS ACT ON OTHER ALLOTMENTS

460-55

If class E and other allotments are of such size that the prescribed deduction of \$22 or \$27 per month cannot be made from the serviceman's pay and leave him at least \$10 per month for his personal use, exclusive of possible court martial forfeitures, it is necessary for the serviceman or his organization commander to either discontinue or adjust existing allotments.

460-42 METHOD OF PAYMENT

460-42

Unless otherwise requested by the applicant, the full sum due all dependents each month will be mailed in one check. For example, the monthly payment for a wife and two children will be mailed to the wife if she is named as payee in the application. Payments may be made to more than one dependent, if they are designated by the applicant as payees, or are determined to be proper payees. For example, the payments for a dependent father and a dependent mother-in-law may be made in two checks--one to each dependent--if both are dependent upon the serviceman for their support (class B-1). In the case of class B dependents, only one may be named as payee. (OFFICE OF DEPENDENCY BENEFITS BOOKLET FA-2)

460-45 FAMILY ALLOWANCES FOR DEPENDENTS OF MISSING SERVICEMEN

460-45

Allowances made by enlisted men may continue for one year if the man is missing in action, interned, or captured. Where the man had made no allowance or had made one that is insufficient for reasonable support of dependents or for payment of insurance premiums, the department concerned may set up an allowance or may increase the amount indicated by the serviceman. (PUB. LAW 490 77TH CONGRESS.)

460-50 TERMINATION OF FAMILY ALLOWANCES

460-50

Certain conditions cause termination of family allowances under the SDAA. These conditions are listed as follows:

1. Desertion from the service. Payment will terminate at the end of the month in which notice is received of the serviceman's conviction of desertion, or after the serviceman has been absent in desertion for 3 months, which ever occurs first. If he is later restored to duty, such family allowance may be reinstated as of the first of the month next succeeding that in which such restoration occurs.
2. Appointment of serviceman to a commissioned rank, or his death in, or discharge from the service.
3. Death of a beneficiary. This would terminate family allowance for that beneficiary only.
4. Attainment of 18th year of age by any brother, sister, or child, except one incapable of self-support by reason of mental or physical defect.

(Section Continued on Next Page)

MAIN OFFICE
SACRAMENTO
616 K STREET
(14)

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET
(13)

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET
(3)

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento

August 30, 1944

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN
1680 NORTH VINE STREET
LOS ANGELES

MRS. MARY E. BARKWILL
ROUTE 1, BOX 55
LINDSAY

JOHN C. CUNEO
922 J STREET
MODESTO

WILFORD H. HOWARD
1815 REDWOOD HIGHWAY SOUTH
SANTA ROSA

GERALD C. KEPPLER
135 NORTH BRIGHT AVENUE
WHITTIER

JOHN T. MARTIN
1170 SEVENTH AVENUE
SAN DIEGO

MRS. JESSIE S. WILLIAMSON
2816 OAK KNOLL TERRACE
BERKELEY

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

IN REPLY PLEASE REFER
TO:

Dear Mr. Jordan:

Attached are three copies of regulations,
currently effective, made by the State Department
of Social Welfare.

These regulations are filed in accordance with
Article 21 of Chapter 3 of Title 1 of Part 3 of
the Political Code as amended by Chapter 628,
Statutes of 1941.

Very sincerely yours,

Charles M. Wollenberg
CHARLES M. WOLLENBERG, Director
Department of Social Welfare

Encl.

b5

1944 AUG 31 AM 10 52

MAIN OFFICE
SACRAMENTO
616 K STREET

LOS ANGELES OFFICE
WASHINGTON BUILDING
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE
DAVID HEWES BUILDING
995 MARKET STREET

EARL WARREN
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG
DIRECTOR

Sacramento
August 28, 1944

FILED
In the office of the Secretary of State
of the State of California

AUG 31 1944

FRANK M. JORDAN, Secretary of State

By *Chas. J. Gage* Deputy

1299

MANUAL LETTER NO. 62

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the four chapters as follows:

Applications	Revisions 6 thru 28
Investigation and Decision	Revisions 31 and 32
Continuing Services	Revisions 28 and 29
Financial Procedures	Revisions 78 and 79

These revisions were approved by the Social Welfare Board on July 27, 1944.

Sec. 201-00, Definition of Application, now provides for a written record to be kept of all requests for aid even though an application may not be signed.

New Sec. 201-12, Application Made by Authorized Representative, merely sets forth in manual form the existing policy and procedures for acceptance of an application from an authorized representative as provided in W. & I. Code Sec. 2180.

Sec. 202-10 is amended to provide for a card file of cancelled or withdrawn applications; also of requests for aid even though an application is not signed.

Secs. 202-55, 230-85, and 610-75, now include the existing policy and procedure for processing applications for parolees of state mental hospitals. Form Ag, B1 235 has been revised to include the date of delivery of the warrant to the parolee. Supplies of this form are available free of charge upon request to the SDSW. Any supplies of the old Form Ag, B1 235 should be destroyed.

New Secs. 202-70 and 230-80, clarify procedure for handling applications from applicants who reside in institutions maintained by fraternal, benevolent, or other nonprofit organizations.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C. 20535
JULY 11, 1964
MEMORANDUM FOR THE DIRECTOR
SUBJECT: [Illegible]

TO: [Illegible]
FROM: [Illegible]
DATE: [Illegible]

1339

INTERNAL SECURITY - R

The attached annual reviews are to be entered in your copy of the Manual of Inspection and Review and the review reports attached to the reports of the field offices are to be entered in the Manual of Inspection and Review.

- 1. Review of the Manual of Inspection and Review
- 2. Review of the Manual of Inspection and Review
- 3. Review of the Manual of Inspection and Review
- 4. Review of the Manual of Inspection and Review
- 5. Review of the Manual of Inspection and Review

These reviews were approved by the Special Agents on July 11, 1964.

For the Bureau, the Director of the Federal Bureau of Investigation is requested to review the Manual of Inspection and Review and the review reports attached to the reports of the field offices and to enter the results of the review in the Manual of Inspection and Review.

The Bureau is requested to review the Manual of Inspection and Review and the review reports attached to the reports of the field offices and to enter the results of the review in the Manual of Inspection and Review.

The Bureau is requested to review the Manual of Inspection and Review and the review reports attached to the reports of the field offices and to enter the results of the review in the Manual of Inspection and Review.

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The Bureau is requested to review the Manual of Inspection and Review and the review reports attached to the reports of the field offices and to enter the results of the review in the Manual of Inspection and Review.

New Secs. 215-05 and 230-90, relate to restoration of OAS following discontinuance because of employment as provided in W. & I. C. Sec. 2183.9. Attention is directed to Sec. 230-90 in particular since it contains a new policy, i.e. the 30 day investigation period does not govern when restoration is requested in a county other than that in which aid was discontinued.

New Sec. 351-57, sets up procedures and policies for transferring recipients from ANB to APSB, or vice versa.

New Sec. 215-95, lists a number of manual sections relating to applications or the application process which are not included in the Application chapter of the manual.

The issuance of this material renders obsolete following bulletins:

Bulletins 136, 137, 206.

Portions of Bulletin 211 are rendered obsolete as follows:

All reference to W. & I. C. Sec. 2180 on pages 17 and 18;

all of page 22

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

Foreword (Continued)

in need is definitely ineligible for one of the categorical aids, an effort should be made to meet his need, either through county funds or by referral to some other unit of government or private agency who may be able to meet his particular need.

All interviews should be held in a quiet, comfortable place. The office should be arranged to insure the maximum amount of privacy for interviewing as well as adequate light, air and heat. General accessibility of the office and prompt attention to callers likewise aid county-client relationships.

The relationship with the public assistance worker of the county welfare department is often the only direct, continuing contact which the applicant or recipient has with his government. His attitude toward his government is often influenced by his experiences with the county welfare department. This department is the channel in which the effort of county, State and Federal governments converge in programs designed to meet his needs. The application process may thus become the first step in the establishment of a working relationship between the applicant and his government.

FOREWORD

The provisions of the OAS, ANB, APSB and ANC Laws require that the essential facts of eligibility be determined by a careful investigation of each applicant's situation. This process begins when the applicant makes his need for assistance known to the county and is completed with the decision as to his eligibility. The application is approved when investigation is completed and eligibility is definitely established. The application is denied at any point in the investigation where ineligibility is definitely established.

The first step in the investigation is the application interview, the purpose of which is to determine if there is a sufficient presumption of eligibility to justify further investigation. It is an especially important interview because the impression received by the applicant is carried over to future county relationships. The person may not know the kind of assistance he desires or the exact nature of the aid which he requests. This interview provides an opportunity for the mutual discussion of the applicant's needs and the type of assistance the county is equipped to render, under the laws, rules, and regulations within which it operates. Many applicants come to the county with definite preconceptions about the particular type of aid they seek. They may find it difficult to accept the idea that they must be "in need" and must establish this need according to the regulations under which aid is granted. An understanding of the objectives and limitations of the program is essential for the satisfactory completion of the investigation. A clear explanation of the eligibility requirements and the methods used by the county in making the investigation helps forestall future misunderstandings and makes the investigation process easier. An explanation of the applicant's part in the determination of eligibility should be included. Those who seek public assistance should assist in proving their own eligibility unless physical or mental disabilities or other factors make this impossible. When the applicant does not know how to clear discrepancies or obtain the required information, the county should explain the points involved and give the necessary help in clarifying eligibility.

The confidential nature of county records regarding applicants for, or recipients of, the categorical aids should likewise be explained in the application interview. Many individuals reveal information under the stress of dire need which they would not otherwise disclose. It may be inimical to their interest or to the public interest to have such information disclosed. Protection is provided not only through legal enactment (W&IC SECTIONS 118 AND 118.1) but also by State and county regulations.

Applicants who are definitely ineligible for the categorical aid programs may be found eligible for other forms of aid granted by the county or by other public or private social agencies in the community. When a person who is

(Foreword continued on next page)

200-00 (Continued)

200-00

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>IF A RECIPIENT OF OAS BECOMES IN-ELIGIBLE FOR AID DUE TO CONFINEMENT IN AN INSTITUTION, OR HOSPITAL, THE ORDER OF THE BOARD OF SUPERVISORS DISCONTINUING AID MAY PROVIDE THAT AID SHALL BE RESTORED BY THE COUNTY AUDITOR WHEN THE RECIPIENT CEASES TO BE AN INMATE, WITHOUT FURTHER ORDER FROM THE BOARD OF SUPERVISORS. (W&IC 2160.6)</p> <p>AN APPLICANT WHOSE OAS APPLICATION HAS BEEN REJECTED MAY NOT AGAIN APPLY FOR SUCH AID UNTIL THE EXPIRATION OF ONE YEAR FROM THE DATE OF THE PREVIOUS APPLICATION, EXCEPT WITH THE CONSENT OF THE COUNTY, OR AN ORDER OF THE SDSW OR UNTIL THE CONDITION BECAUSE OF WHICH HIS APPLICATION WAS REJECTED HAS BEEN ELIMINATED. (W&IC 2182)</p> <p>ANY PERSON WHO ACCEPTS COMPENSATION OR OTHER REMUNERATION OR A GIFT FOR MAKING APPLICATION FOR OAS ON BEHALF OF AN AGED PERSON, FOR ASSISTING AN AGED PERSON TO APPLY FOR SUCH AID, OR FOR ASSISTING AN AGED PERSON TO OBTAIN A GREATER AMOUNT OF AID THAN HE HAS BEEN GRANTED IS GUILTY OF A MISDEMEANOR. (W&IC 2008.5)</p>	<p>DISCONTINUING AID MAY PROVIDE THAT THE AID SHALL BE RESTORED WHEN THE RECIPIENT CEASES TO BE AN INMATE, WITHOUT FURTHER ORDER FROM THE BOARD OF SUPERVISORS. (W&IC 3044, 3444)</p>	

200-00 PROVISIONS OF W. & I. C. REGARDING APPLICATIONS, REAPPLICATIONS,
AND RESTORATIONS
OAS, ANB, APSB, ANC

200-00

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF- SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>APPLICATION FOR OAS SHALL BE MADE TO THE BOARD OF SUPERVISORS OF THE COUNTY IN WHICH THE APPLICANT RESIDES. AN APPLICANT SHALL APPLY IN PERSON UNLESS HE IS PHYSICALLY UNABLE TO DO SO, IN WHICH EVENT THE APPLICATION MAY BE MADE BY HIS AUTHORIZED REPRESENTATIVE. THE APPLICATION MAY BE MADE IN WRITING OR REDUCED TO WRITING UPON THE STANDARD FORM PRESCRIBED BY THE SDSW. A COPY OF HIS APPLICATION SHALL BE FURNISHED TO EACH APPLICANT AT THE TIME OF APPLICATION. THE FORM SHALL CONTAIN QUESTIONS, THE ANSWERS TO WHICH WILL PROVIDE THE INFORMATION NECESSARY TO ESTABLISH ELIGIBILITY FOR OAS. ALL STATEMENTS IN THE APPLICATION SHALL BE VERIFIED, UNDER OATH, BY THE APPLICANT.</p> <p>THE APPLICATION SHALL BE IN THE FORM PRESCRIBED BY THE SDSW AND SHALL BE FILED IN THE MANNER SO PRESCRIBED. (W&IC 2180)</p> <p>THE COUNTY SHALL RECEIVE AND ACT UPON APPLICATIONS FOR AID IN ACCORDANCE WITH THE PROVISIONS OF THE OAS LAW. (W&IC 2022)</p> <p>THE SDSW SHALL HAVE THE POWER TO PRESCRIBE THE FORM OF APPLICATION, THE MANNER AND FORM OF ALL REPORTS AND SUCH ADDITIONAL RULES AND REGULATIONS AS ARE NECESSARY FOR THE CARRYING OUT OF THE PROVISIONS OF THE OAS LAW. (W&IC 2140)</p> <p>AN INMATE OF ANY PUBLIC HOME FOR THE AGED OR ANY PUBLIC HOME OR ANY PUBLIC INSTITUTION OF CUSTODIAL OR CURATIVE CHARACTER MAY MAKE AN APPLICATION FOR AID UNDER THE OAS LAW. HIS APPLICATION SHALL BE INVESTIGATED AND ACTED UPON WITHOUT DELAY IN THE SAME MANNER AS APPLICATIONS OF OTHER PERSONS ARE ACTED UPON, WHILE HE IS AN INMATE. IF HE IS OTHERWISE QUALIFIED UNDER THE OAS LAW, HIS APPLICATION SHALL BE APPROVED. (W&IC 2160-e)</p>	<p>EACH APPLICANT FOR AID UNDER THE ANB OR APSB LAW SHALL FILE WITH THE COUNTY IN WHICH HE RESIDES AN APPLICATION, ACCOMPANIED BY AN AFFIDAVIT, SIGNED BY HIMSELF, STATING, IF KNOWN, HIS AGE, SEX, COUNTIES OF RESIDENCE DURING THE PRECEDING TEN YEARS, HIS FINANCIAL RESOURCES AND INCOME, THE NAME AND ADDRESS OF HIS SPOUSE, PARENT OR ADULT CHILD, THE DEGREE OF HIS BLINDNESS, HOW LONG HE HAS BEEN BLIND, WHAT EMPLOYMENT AND EDUCATION HE HAS HAD, HIS GENERAL PHYSICAL CONDITION AND SUCH OTHER STATISTICAL DATA AS THE SDSW REQUIRES. (W&IC 3081, 3470)</p> <p>THE SDSW SHALL PREPARE APPLICATION BLANKS FOR USE OF APPLICANTS FOR AID, UNDER THE ANB AND APSB LAWS. (W&IC 3077, 3460)</p> <p>THE COUNTY SHALL GIVE APPLICATION BLANKS FOR AID UNDER THE ANB OR APSB LAW TO ANYONE RESIDING IN THE COUNTY WHO REQUESTS SUCH BLANKS. (W&IC 3080, 3460)</p> <p>THE APPLICATION, EVIDENCE AND DOCUMENTS SUBMITTED BY AN APPLICANT FOR ANB MAY BE USED TO GRANT APSB IF THE APPLICANT IS ELIGIBLE AND VICE VERSA. (W&IC 3083.3 3471.5)</p> <p>AN INMATE OF AN INSTITUTION SUPPORTED IN WHOLE OR IN PART BY THE STATE OR ANY OF ITS POLITICAL SUBDIVISIONS MAY MAKE AN APPLICATION FOR AID. HIS APPLICATION SHALL BE INVESTIGATED AND ACTED UPON WITHOUT DELAY IN THE SAME MANNER AS APPLICATIONS OF OTHER PERSONS ARE ACTED UPON WHILE HE IS AN INMATE OF SUCH AN INSTITUTION. IF HE IS OTHERWISE QUALIFIED HIS APPLICATION SHALL BE APPROVED.</p> <p>IF A RECIPIENT BECOMES INELIGIBLE FOR AID DUE TO CONFINEMENT IN AN INSTITUTION OR HOSPITAL, THE ORDER OF THE BOARD OF SUPERVISORS</p>	<p>EXCEPT AS PROVIDED IN SECTION 1557 OF THE W&IC APPLICATION FOR AID IN BEHALF OF ANY CHILD SHALL BE MADE TO THE COUNTY IN WHICH THE CHILD HAS RESIDENCE AS DEFINED IN SEC. 1526 OF THE W&IC OR IF THE CHILD HAS NO SUCH RESIDENCE IN ANY COUNTY BUT IS OTHERWISE ELIGIBLE, HIS APPLICATION MAY BE MADE THROUGH THE COUNTY IN WHICH HE IS AT THE TIME OF APPLICATION. (W&IC 1550)</p> <p>AN INSTITUTION MAINTAINING A NEEDY CHILD MAY MAKE APPLICATION TO THE SDSW FOR AID FOR THE CHILD. SECTION 1526 OF THE W&IC DOES NOT APPLY TO AN APPLICATION FOR AID UNDER THE ANC LAW WHEN SUCH APPLICATION IS FILED WITH THE SDSW BY THE INSTITUTION. (W&IC 1557)</p>

(SECTION CONTINUED ON NEXT PAGE)

**200-10 LAWS RELATING TO APPLICATIONS AND RESTORATIONS
ANB, APSB****200-10**

Each applicant for aid under the ANB or APSB law shall file with the county in which he resides an application, accompanied by an affidavit, signed by himself, stating, if known, his age, sex, counties of residence during the preceding ten years, his financial resources and income, the name and address of his spouse, parent or adult child, the degree of his blindness, how long he has been blind, what employment and education he has had, his general physical condition and such other statistical data as the SDSW requires. (W&IC 3081, 3470)

The SDSW shall prepare application blanks for use of applicants for aid, under the ANB and APSB laws. (W&IC 3077, 3460)

The county shall give application blanks for aid under the ANB or APSB law to anyone residing in the county who requests such blanks. (W&IC 3080, 3460)

The application evidence and documents submitted by an applicant, for ANB may be used to grant APSB if the applicant is eligible and vice versa. (SEE SEC. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB, OR VICE VERSA.) (W&IC 3083.3, 3471.5)

An inmate of an institution supported in whole or in part by the State or any of its political subdivisions may make an application for aid. His application shall be investigated and acted upon without delay in the same manner as applications of other persons are acted upon while he is an inmate of such an institution. If he is otherwise qualified his application shall be approved.

If a recipient becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors discontinuing aid may provide that the aid shall be restored when the recipient ceases to be an inmate, without further order from the board of supervisors. (W&IC 3044, 3444)

**200-15 LAWS RELATING TO APPLICATIONS
ANC****200-15**

Except as provided in Section 1557 of the W. & I. C., application for aid in behalf of any child shall be made to the county in which the child has residence as defined in Section 1526 of the W. & I. C. or if the child has no such residence in any county but is otherwise eligible, his application may be made through the county in which he is at the time of application. (W&IC 1550, 1560)

(Section Continued on Next Page)

**200-05 LAWS RELATING TO APPLICATIONS, REAPPLICATIONS AND RESTORATIONS
OAS****200-05**

Application for OAS shall be made to the board of supervisors of the county in which the applicant resides. An applicant shall apply in person unless he is physically unable to do so, in which event the application may be made by his authorized representative. The application may be made in writing or reduced to writing upon the standard form prescribed by the SDSW. A copy of his application shall be furnished to each applicant at the time of application. The form shall contain questions, the answers to which will provide the information necessary to establish eligibility for OAS. All statements in the application shall be verified, under oath, by the applicant. This application shall be in the form prescribed by the SDSW and shall be filed in the manner so prescribed. All statements in the application shall be verified, under oath, by the applicant. (W&IC 2180)

The county shall receive and act upon applications for aid in accord with the provisions of the OAS law. (W&IC 2022)

The SDSW shall have the power to prescribe the form of application, the manner and form of all reports and such additional rules and regulations as are necessary for the carrying out of the provisions of the OAS law. (W&IC 2140)

An applicant whose OAS application has been rejected may not again apply for such aid until the expiration of one year from the date of the previous application, except with the consent of the county, or an order of the SDSW or until the condition because of which his application was rejected has been eliminated. (W&IC 2182)

Any person who accepts compensation or other remuneration or a gift for making application for OAS on behalf of an aged person, for assisting an aged person to apply for such aid, or for assisting an aged person to obtain a greater amount of aid than he has been granted, is guilty of a misdemeanor. (W&IC 2008.5)

An inmate of any public home for the aged or any public home or any public institution of custodial, correctional or curative character may make an application for aid under the OAS law. His application shall be investigated and acted upon without delay in the same manner as applications of other persons are acted upon, while he is an inmate. If he is otherwise qualified under the OAS law, his application shall be approved. (W&IC 2160E)

If a recipient of OAS becomes ineligible for aid due to confinement in an institution or hospital, the order of the board of supervisors discontinuing aid may provide that aid shall be restored by the county auditor when the recipient ceases to be an inmate, without further order from the board of supervisors. (W&IC 2160.6)

201-05 PLACE OF MAKING APPLICATION
OAS, ANB, APSB, ANC**201-05**

The application may be completed in the county office, in the applicant's home, in another place satisfactory to both, or in OAS, ANB and APSB in an institution. (W&IC 1560, 2140, 3075, 3460)

201-10 PERSON MAKING APPLICATION
OAS, ANB, APSB**201-10**

The applicant shall sign the prescribed application forms and give the necessary information and if he has a guardian of the person or of the estate both the guardian and the person shall sign the application, as data on the application form includes material which is known to each. When the guardian is guardian of both the person and the estate, only the signature of the guardian is required. (W&IC 2140, 3075, 3460; PROB. C 1405; AGO NS999)

The applicant, when physically able, shall apply in person to the county. When the applicant who is physically unable to apply in person makes known to the county his desire to make application, the county shall, as soon as possible, call in the home and secure the signed application (Form Ag, B1 200). (W&IC 2140, 2180, 3075, 3081, 3460, 3470)

In OAS, the applicant who is physically unable to apply in person may have his authorized representative make application for him. (SEE SEC. 201-12, APPLICATION MADE BY AUTHORIZED REPRESENTATIVE.) (W&IC 2180)

200-15 (Continued)

200-15

An institution maintaining a needy child may make application to the SDSW for aid for the child. Section 1526 of the W. & I. C. does not apply to an application for aid under the ANC law when such application is filed with the SDSW by the institution. (W&IC 1557, 1560)

201-00 DEFINITION OF APPLICATION OAS, ANB, APSB, ANC

201-00

A request for public assistance is considered an application when the application form (Ag, B1, CA 200) has been completed, signed by the applicant, acknowledged and filed with the county. In OAS the request is considered an application when an authorized representative of the applicant signs the completed Form Ag 200B, Application of Authorized Representative of Applicant.

(SEE SEC. 201-12, APPLICATION MADE BY AUTHORIZED REPRESENTATIVE.) (APPLICATIONS FROM INSTITUTIONS FOR ANC MAY BE FILED DIRECTLY WITH THE SDSW RATHER THAN WITH THE COUNTY.)

The application form shall be signed by the applicant and acknowledged by a properly qualified official at the time of the first interview unless the applicant appears to be definitely ineligible under the law, is convinced that he does not qualify for aid and does not desire to continue with the application. Persons who are obviously ineligible but who are not convinced of their ineligibility have the right to make an application, which shall be investigated as other applications are investigated. If a guardian has been appointed see Sec. 201-10, Person Making Application.

A written record shall be kept of all requests for aid even though the application form is not signed. The following record should be maintained of all cases in which there is reason to believe the person is a potential applicant himself or the person making the inquiry is inquiring in behalf of a potential applicant:

1. Category of aid
2. Name of applicant
3. Address
4. Date
5. Number in family (Children's Aid only)
6. Nature of inquiry
7. Disposition
8. If no application is signed, the reason therefor

When a person withdraws his application, the information secured during the interview should be recorded in a manner which would be helpful in the event of a reapplication or a complaint. (SEE SEC. 202-10, COUNTY CARD FILES AND CONTROLS.) (W&IC 1557, 1560, 2140, 3075, 3460)

**201-20 RIGHT TO MAKE APPLICATION
OAS, ANB, APSB, ANC****201-20**

Any person who believes that he meets the requirements of a specific category of aid has the right to apply for such aid and his application shall be received by the county. In ANC, this applies to the person who makes application for aid for the child. (SEE SEC. 201-00, DEFINITION OF APPLICATION.)

One who believes that he meets the eligibility requirements of more than one category of aid has the right to choose the type of aid for which he will apply. (SEE SEC. 102-60, CHANGE FROM ONE FORM OF AID TO ANOTHER.) (W&IC 1560, 2140, 3075, 3460)

**201-25 WHEN APPLICATION TO BE TAKEN
OAS, ANB, APSB, ANC****201-25**

An application shall be taken on all requests for aid at the time of the first interview, (i.e. at the time that the applicant first makes known his need) unless definite ineligibility under the law is apparent, and the applicant is convinced of that fact and therefore does not desire to continue with the application.

When aid has been denied, or when it has been discontinued for a period of more than 12 months, a new application shall be completed with the following exceptions:

1. When an application has been denied erroneously; i.e., when the county had information that the person was eligible but the application was denied because this information was misinterpreted or overlooked, or when the application was denied before all reasonable sources of information as to eligibility had been exhausted.

NOTE: When aid is granted on the same application that was denied erroneously, the board of supervisors shall formally rescind its previous denial. Formal notice of this action shall be sent to the SDSW. The date of the original application will then govern the date when aid will begin. (SEE SEC. 611-50, BEGINNING DATE OF AID - NEW APPLICATIONS);

2. When aid is granted on appeal to the SSWB;
3. In OAS, when the board of supervisors rescinds its former denial action as the result of a hearing by the board of supervisors. (SEE SEC. 325-05, APPEAL, OAS LAW);

(Section Continued on Next Page)

**201-12 APPLICATION MADE BY AUTHORIZED REPRESENTATIVE
OAS****201-12**

An authorized representative who is making application for an OAS applicant shall present written evidence that he is the authorized representative. He shall complete the Application by Authorized Representative of the Applicant (Form Ag 200B) in triplicate. One copy shall be given to the representative as evidence that the application was made. The authorized representative shall not sign the application (Form Ag 200) unless he is the guardian of the person or of the estate. (SEE SEC. 201-10, PERSON MAKING APPLICATION.) (W&IC 2140, 2180; PROB. C 1405; AGO NS999)

The date on which the Application by Authorized Representative of Applicant (Form Ag 200B) is signed by the authorized representative shall be considered the date on which the application is filed. (W&IC 2140, 2183)

After receipt of an application filed by an authorized representative, the county shall call in the home of the applicant and secure the completed and signed application (Form Ag 200). An exact copy of the completed Forms Ag 200 and Ag 200B shall be given to the applicant. (W&IC 2140, 2180)

The original Form Ag 200B shall be attached to the original Form Ag 200. (SEE SEC. 250-05, REPORTING ACTION ON APPLICATION TO SDSW) (W&IC 2140)

**201-15 PERSON MAKING APPLICATION
ANC****201-15**

A parent guardian, relative, or person in loco parentis may sign an application for a child or children. It is generally preferred that the person with whom the child is living sign the application.

However, when a child is in a boarding home or institution, the application shall be signed by the parent, guardian, or person responsible for the placement of the child.

When children of the same parent are living in different homes, separate applications may be made for the group in each home, or one application may be made for all the children. (W&IC 1560)

202-10 (Continued)

202-10

3. Pending applications;
4. Annual reinvestigations;
5. Transfers of cases to another county or from another county;
6. Completion of required period of county residence on non-county cases;
7. All requests for aid even though an application is not signed.

(SEE SEC. 201-00, DEFINITION OF APPLICATION.) (W&IC 1560, 2140, 3075, 3460)

202-15 SERVICES RENDERED BY COUNTY TO APPLICANTS
OAS, ANB, APSB, ANC

202-15

The county shall establish procedures and provide facilities necessary for the purpose of carrying out the provisions of the OAS, ANB, APSB, and ANC laws. To this end the county shall maintain facilities to:

1. Receive applications of persons who believe themselves eligible for assistance;
 2. Provide information as to eligibility requirements and other provisions of the laws;
 3. Assist applicants to complete the application blank and other necessary forms;
 4. Assist applicants in need of such service to obtain proofs of eligibility;
 5. Investigate applications promptly and diligently, establishing definite eligibility or ineligibility, unless the application is voluntarily withdrawn in the meantime;
 6. Maintain the confidential nature of records;
 7. Provide information as to availability of services by other agencies;
 8. Render such other services as the individual or family may require.
- (W&IC 1560, 2140, 3075, 3460)

201-25 (Continued)

201-25

4. In ANC, when aid is requested for one or more of several children who have previously been approved for aid but whose aid has been discontinued for more than one year while other children in the family have remained on aid. In this instance, restoration of aid may be effected by means of a Notice of Change (Form CA 232). (SEE SEC. 215-00, RESTORATION OF AID);
5. In ANB or APSB, when a transfer from Chapter 1 to Chapter 3 under the W. & I. Code is requested, or vice versa. (SEE SEC. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB, OR VICE VERSA.)

The application of a person whose grant of aid is being transferred from one county to another should be signed in the second county prior to the date aid begins, although aid will not be interrupted if such prior signature is not obtained. (SEE SEC. 122-67, CONTINUOUS PAYMENT OF AID IN TRANSFERRED CASE.) (W&IC 1560, 2140, 3075, 3083.3, 3460, 3471.5; AGO NS891)

In ANC, when aid is requested for a child for whom no application has previously been made, or whose application has been denied, although other members of the family group are receiving ANC, a new application shall be taken. For change of county residence between application for aid and the granting of aid for all children or for one or more children in the family group, see Sec. 232-40, Change of County Residence Prior to Granting of Aid.

In ANC, when application for aid is made for an additional child in a family group while aid for other children in the family is being transferred from one county to another, the application shall be taken by the second county. The second county shall complete the investigation and grant aid for the additional child on a non-county basis until the children acquire residence in the second county. (W&IC 1560)

202-10 COUNTY CARD FILES AND CONTROLS OAS, ANB, APSB, ANC

202-10

The county shall maintain a permanent master card file of all persons who have made application for OAS, ANB, APSB, and ANC, with the county number assigned to each. Some method of registering such numbers shall likewise be maintained. Such other card files and controls as may be necessary shall be maintained in connection with:

1. Active cases currently receiving aid;
2. Cases in which an application has been signed but aid has been denied or discontinued or in which the application has been cancelled or withdrawn;

(Section Continued on Next Page)

202-20 (Continued)

202-20

The full name of the applicant should be given at the top of the form. When a person has an alias his true name should be given at the top of the form, and this shall be followed by all of his aliases. The notarized signature at the bottom of the form shall be the usual signature of the applicant. It may be either the true name or the alias. A woman should use her own given name, not her husband's given name. Initials should be used at the top of the form only when they are, in fact, the only name of the applicant. The address of the applicant should be the complete mail address. (W&IC 1560, 2140, 3075, 3460)

Supplemental instructions for completion of certain items on the various forms follow:

OAS

The applicant's statement of age should be given in years only, and should be the age on the last birthday.

The birthplace shall include city and/or county and State and/or country.

The name of the county and the date when the applicant believes he established residence in the county shall be entered. The full name and address of the spouse shall be shown. When the spouse is deceased or divorced, this fact shall be noted.

The number of living children as known to the applicant shall be stated. When the children's whereabouts are unknown, they shall be considered as living.

Whether or not the applicant is living in a home which he owns outright or in which he has an interest shall be shown. (W&IC 2140, 2150)

ANB, APSB

The exact or approximate birth date shall be given if known.

The exact date residence was established in the county shall be given when known; otherwise the approximate date shall be entered.

The name and address of the spouse shall be given.

(Section Continued on Next Page)

**202-20 THE APPLICATION FORM
OAS, ANB, APSB, ANC****202-20**

The application form is the applicant's sworn statement that he believes himself, or those for whom aid is requested, to be eligible for the aid for which he is applying.

In OAS and ANC, the Application Form (Form Ag, CA 200) includes the points of eligibility on which the applicant (or the person making application for the child) must give information to enable the county to start the investigation. (W&IC 1560, 2140, 2180)

In ANB and APSB, the law sets forth in detail the statements which shall be made under oath on the application, i.e., age, sex, counties of residence for the preceding ten years, financial resources and income, names and addresses of legally responsible relatives, degree of blindness, period of blindness, employment and educational history, general physical conditions, and such other statistical data as the SDSW requires. (W&IC 3075, 3081, 3460, 3470)

The Application Form (Form Ag, B1, CA 200) may be filled out in long-hand by the applicant or the county may insert the information as given by the applicant. In this latter instance, the form shall be read by or to the applicant before his signature under oath is affixed. The form may be filled out in triplicate, or one copy only may be made and two copies certified as true copies of the original. One copy of the application shall be given to the applicant at the time the form is signed.

Each statement on the application shall be completed. The words "no", "none" or "unknown" shall be used, when that is the correct answer.

In OAS, when the applicant is unable to give in detail all the specific information requested on the application form at the first interview, individual items may be completed with the qualifying phrase "to the best of my knowledge and belief." In ANB and APSB the word "unknown" may be used on the application form.

The county number assigned to the application should be inserted. The State number shall be inserted after aid has been granted by the county and the SDSW has assigned a number to the case.

When aid has previously been applied for or received by the same person, or in ANC for the same children, in the same or another county, and former State number is known this number (including the county prefix) should be inserted. When application is made for an additional child in a family already receiving an ANC grant, the State number of the family should be inserted.

(Section Continued on Next Page)

202-20 (Continued)

202-20

Two persons are required to witness a mark (including a thumb print) which serves as a signature to a sworn statement.

When a mark is used, the signature shall be as follows:

his
John X Jones
mark

Signature or Mark of Applicant

Witness to Mark

Witness to Mark

An applicant who usually affixes his signature by printing may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint does not constitute a signature.

The above comments regarding form of signature, etc., apply to all forms which the applicant and/or his guardian and/or spouse may be required to sign.

The applicant's signature on the application shall be acknowledged under oath or affirmation before someone who is authorized to take such acknowledgment. The date of such acknowledgment is the date of application.

When the person administering the oath is a witness to the mark (including a thumb print), his signature must appear twice, once as a witness to the mark (including a thumb print) and again in the certificate of acknowledgment. (W&IC 1560, 2140, 2180, 3075, 3081, 3460, 3470)

Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from an agency or department of the U. S. Government, State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath. (POL. C 4295)

202-55 APPLICATION OF PAROLEE FROM STATE HOSPITAL
OAS, ANB, APSB

202-55

When persons who are about to be paroled from State hospitals wish to apply for OAS, ANB or APSB, the application procedure shall be as outlined below. It shall apply to the applicant for whom a guardian has been appointed and to the applicant who has no guardian. (SEE SECS. 230-60, GUARDIANSHIP, AND 462-50, GUARDIANSHIP OF THE STATE DEPARTMENT OF INSTITUTIONS.)

(Section Continued on Next Page)

202-20 (Continued)

202-20

The names and addresses of living children as known to the applicant shall be listed. When the children's whereabouts are unknown, they shall be considered as living. The listed contribution from relatives should be the actual contribution.

All other items should be completed to the best of the applicant's knowledge. (W&IC 3075, 3460)

OAS, ANB, APSB (GUARDIANSHIP)

When a guardian makes application, the full name of the applicant should be used at the top of the form. For the signature at the bottom of the blank the guardian should sign his own name as legally appointed guardian of the applicant; e.g., John Doe, legally appointed guardian of Richard Roe. (SEE SECS. 230-60, GUARDIANSHIP; 201-10, PERSON MAKING APPLICATION.) (W&IC 2140, 3075, 3460)

ANC

"Relationship to children" means the relationship (family or other) which the applicant bears to the children for whom aid is requested; e.g., mother, aunt, guardian, probation officer, etc.

In Section I space is provided for two different surnames when application is made for children having a common parent but different surnames. When there is only one surname it should be repeated when children's names are entered in the second column. The given name of each child for whom aid is requested shall be entered. The street address and/or box number and city, or name and address of institution shall be entered.

Sections II, III, and IV provide a basis for the county to secure information and start investigation regarding classification, residence and need. The sub-category under each heading need not be designated. (W&IC 1560)

OAS, ANB, APSB, ANC (SIGNATURES)

When the applicant or guardian is unable for any reason to sign his name, a mark (including a thumb print) may be used.

(Section Continued on Next Page)

**202-70 APPLICATION MADE WHILE IN A PRIVATE INSTITUTION
OAS****202-70**

When an applicant resides in a home or institution maintained by any fraternal, benevolent, or other non-profit organization in a county in which he does not have residence, (SEE SECS. 125-15, OAS, RESIDENCE OF INMATES OF PRIVATE INSTITUTIONS AND 125-20, DETERMINING COUNTY FROM WHICH INMATE ENTERED INSTITUTION), the county in which the institution is located shall, on behalf of the county of residence, take the application and forward it to the county of residence. (SEE SEC. 230-80, INVESTIGATION OF APPLICATIONS MADE IN PRIVATE INSTITUTIONS.) See SECS. 163-00, Eligibility of Inmates of Non-profit, Fraternal and Benevolent Institutions, for special points of eligibility to be cleared in these investigations. (W&IC 2140, 2160.5)

**210-00 REAPPLICATIONS
OAS, ANB, APSB, ANC****210-00**

A reapplication is a request for assistance received by the county from or on behalf of a person (a) whose former application has been denied or has been voluntarily withdrawn, or (b) whose aid has been discontinued for a period of more than 12 months. (FOR EXCEPTIONS SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN.)

A new application form (Form Ag, B1, CA 200) is required for each reapplication except as provided in Sec. 201-25, When Application to Be Taken. (SEE SEC. 215-00, RESTORATION OF AID.) (W&IC 1560, 2140, 3075, 3460)

**210-05 RIGHT TO MAKE REAPPLICATION
OAS, ANB, APSB, ANC****210-05**

An applicant whose application for OAS has been denied by the county may not again apply for such aid until the expiration of one year from the date of the previous application except with the consent of the county, or on order of the SDSW, or until the condition because of which his application was denied, has been eliminated. The county shall accept such reapplication when a change in the applicant's circumstances may have rendered him eligible or on the presentation of new evidence regarding eligibility. (W&IC 2140, 2182)

There are no restrictions on the right of a person to reapply for ANC for a child, or for ANB or APSB. (SEE SEC. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB, OR VICE VERSA.) (W&IC 1560, 3075, 3460)

202-55 (Continued)

202-55

1. Prior to release of the person on parole the SDI shall refer the request for aid to the county in which the inmate had residence at the time of commitment. The referral shall be by letter giving a resume of the social data in the institution's records. In addition the letter shall contain the following:
 - a. A statement that the applicant is ready for parole and whether a guardian has been, or is to be, appointed. (When it is determined that guardianship is necessary the guardian should be appointed before the application is signed.)
 - b. Information as to the home placement which will be available when eligibility for aid is established.
2. The county of residence shall send the application (Form Ag, Bl 200) to the SDI. The SDI is responsible for securing a signed, properly acknowledged application. (SEE SEC. 201-10, PERSON MAKING APPLICATION.) When a guardian has been appointed he shall sign the Form Ag, Bl 200 and a copy of the letters of guardianship shall be sent to the county. (SEE SEC. 230-60, GUARDIANSHIP.) The application interview is taken by a social worker of the SDI who transmits the Form Ag, Bl 200 and a record of the interview to the county of residence.

When the applicant has already been paroled and is living in the county in which he has the required period of residence, (SEE SECS. 122-05, COUNTY RESIDENCE, AND 124-35, RESIDENCE WHILE ON PAROLE), application shall be made by him, or in OAS, by him or his agent, (SEE SEC. 201-12, APPLICATION MADE BY AUTHORIZED REPRESENTATIVE), to the local county welfare department. (SEE SEC. 201-05, PLACE OR MAKING APPLICATION.) If the applicant has a guardian the application shall be signed by the guardian as indicated in Sec. 230-60, Guardianship. The application shall be processed as any other application and the SDI does not participate in completion of the application or the investigation.

When an applicant has already been paroled and is living in a county in which he does not have the required length of county residence, that county shall refer him to the SDI. The SDI shall refer his request for aid to the county in which he had the required residence prior to commitment, by a letter giving the social data available in their records. That county shall then send the application (Form Ag, Bl 200) to the SDI who will follow the applicable steps in the procedure outlined above for persons who are in the State hospital but are about to be paroled. (SEE SEC. 230-85, INVESTIGATION OF APPLICATIONS MADE WHILE IN OR ON PAROLE FROM STATE HOSPITALS.) (W&IC 2140, 2160E, 3044, 3075, 3444, 3460)

215-00 (Continued)

215-00

Other than under the automatic restoration procedure outlined above, all points of eligibility in which there may have been any change shall be investigated before aid is restored. The circumstances in each case will determine which eligibility factors will be redetermined but special attention shall be given to the factor which resulted in the previous discontinuance of aid.

When the discontinuance has extended beyond the date when the annual reinvestigation would have been due, had aid been continuous, a complete investigation of all points of eligibility shall be made with the following exception. When certain points of eligibility which do not change have been established once, it is not necessary to re-establish them unless new evidence comes to light which casts doubt on the validity of the proof previously accepted, e.g., age in OAS need not be reinvestigated if it has once been determined to be over 65.

A recipient whose aid is discontinued because of receipt of income may be ineligible for restoration of aid due to excess personal property. Should he make application at a subsequent date his eligibility shall be investigated. Upon verification that the amount of personal property, including any residue from the income received, is within the limit established in the law, aid shall be restored if he is otherwise eligible. The facts must establish that personal property was not reduced for the purpose of qualifying for aid. (SEE SEC. 215-05, APPLICATION OR RESTORATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT, FOR SPECIAL PROVISIONS IN OAS WHEN AID IS RESTORED FOLLOWING DISCONTINUANCE DUE TO EMPLOYMENT.)

When ANC is restored after a discontinuance of less than one year for some of the children in the family group and aid has continued for the other eligible children of the family, a complete investigation shall be made of the point resulting in the discontinuance and of any other factors which may have changed. This applies likewise when aid has been discontinued for more than one year for some of the children in a family group, while other children in the family have remained on aid. (SEE SEC. 201-25, WHEN APPLICATION IS TO BE TAKEN.) (W&IC 1560, 2140, 3075, 3460)

**215-00 RESTORATION OF AID
OAS, ANB, APSB, ANC****215-00**

Restoration is the granting of aid to a former recipient of the same aid in OAS, ANB, APSB, or on behalf of the same child or children in ANC after discontinuance of aid for less than 12 months. (FOR EXCEPTION IN ANC SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN.) Recommendation for a restoration is submitted to the board of supervisors and the SDSW on a Notice of Change (Form Ag, B1, CA 232). This shall give in full the reason for restoration of aid. (SEE SECS. 362-30, REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE AND 363-05, RECORDING ON TOP OF FORM AND SEC. 1 OF NOTICE OF CHANGE, ANC.)

Restorations shall be effective as of the first day of the month in which they are acted upon by the board of supervisors unless the status of eligibility requires that the board of supervisors specify a later date. In each instance the board of supervisors shall recommend the date of restoration. (SEE SEC. 611-55, BEGINNING DATE OF AID--RESTORATIONS.)

Whenever aid is discontinued due to the confinement of an OAS, ANB, or APSB recipient or of a child receiving ANC in any public institution, the board of supervisors in its order discontinuing aid may provide that aid be restored without further order of the board of supervisors when the person ceases to be an inmate of the institution. (SEE SECS. 164-10, 164-20, ELIGIBILITY DURING HOSPITALIZATION AND 610-60, PAYMENT TO INMATE OF PUBLIC INSTITUTION.)

To effect this automatic restoration two Forms Ag, B1, or CA 232 shall be approved on the case. One form orders discontinuance effective as of the last day of the month in which the recipient or the child in ANC is admitted to the institution, or in the case of temporary medical or surgical care, as of the end of the month in which the eligibility period is completed. The second form orders restoration with no date specified. Upon release of the recipient or the child in ANC from the institution the second Form Ag, B1, CA 232 is completed showing the date of release, and immediately submitted to the SDSW. A warrant is then issued for the balance of the month during which the recipient, or the child in ANC, was not an inmate and claim made on the current monthly payroll. (SEE SEC. 627-40, PARTIAL MONTH CLAIMS-COMPUTATION OF TOTAL AMOUNTS) (W&IC 1560, 2140, 2160.6, 3044, 3075, 3444, 3460)

In ANC the automatic restoration procedure described in the preceding paragraphs shall be used when aid has been discontinued because a child has been confined in a detention home or other public institution or has been temporarily placed in a free home and that home is no longer available.

(Section Continued on Next Page)

215-95 (Continued)

215-95

122-65	Removal of Transferred Recipient to a Third County	ANC, ANB, APSB, OAS
122-67	Continuous Payment of Aid in Transferred Case.	ANC, ANB, APSB, OAS
123-25	Return From Out of State to County Other Than That of Residence After Aid Discontinued	ANC, ANB, APSB, OAS
124-07	Absence of Minor From County of Residence.	ANC, ANB, APSB
125-05	Residence of ANC Child, Application for Aid Filed by Institution	ANC
160-05	Institution Inmates, OAS Law.	OAS
160-10	Institution Inmates ANB, APSB Laws.	ANB, APSB
160-15	Institution Inmates, ANC Law.	ANC
230-05	Provisions of Law Regarding Investigation	ANC, ANB, APSB, OAS
230-60	Guardianship.	ANB, APSB, OAS
230-90	Investigation of Application after Discontinuance Due to Employment	OAS
250-00	Disposal of Application	ANC, ANB, APSB, OAS
250-05	Reporting Action on Application to SDSW	ANC, ANB, APSB, OAS
250-10	Reporting Action of the Board of Supervisors to Applicant	ANC, ANB, APSB, OAS
326-00	Re-application for Aid After Denial of Appeal.	OAS
326-10	Appeal from County Inaction	ANC, ANB, APSB, OAS
370-00	Transfer of Aid	ANC, ANB, APSB, OAS
530-00	Definition of Application	ANC, ANB, APSB, OAS
611-50	Beginning Date of Aid - New Application	ANC, ANB, APSB, OAS
611-60	Initial Payments.	ANC, ANB, APSB, OAS
611-70	Retroactive Initial Payments.	ANC, ANB, APSB, OAS

215-05 APPLICATION OR RESTORATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT OAS

215-05

When a former recipient, whose aid was discontinued because of income from employment, requests restoration of OAS within twelve months of the date of discontinuance, such request shall be in writing. If the request is made in person, a signed statement giving the date employment terminates and the statement that he is in need shall be obtained. If the request for restoration of aid is made by letter, the date of the letter shall be considered the date on which the request is signed. (If the letter lacks a date the date of the postmark shall be the date on which the request is signed.)

"Employment" as used in W. & I. C. 2183.9 is defined as any activity undertaken for remuneration either in cash or in kind.

When a former recipient who has not received OAS for twelve months or more, following discontinuance because of employment, requests restoration of aid, a new application (Form Ag 200) shall be signed. (SEE SEC. 202-20, THE APPLICATION FORM.) Opposite Item eight on the application form (Form Ag 200) insert "My employment ceased on _____", with the date of cessation. (W&IC 2140, 2183.9)

(SEE SEC. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT.)

215-10 RESTITUTION AND RESTORATION OF AID OAS, ANB, APSB, AND

215-10

Restitution for aid to which a recipient was not entitled or the execution of an agreement to repay the county for such aid shall not be a condition for restoration or continuance of aid to which the recipient is currently eligible. (W&IC 1560, 2140, 3075, 3460)

215-95 OTHER SECTIONS RELATING TO APPLICATIONS OAS, ANB, APSB, AND

215-95

Pertinent information relating to applications other than that included in the Applications Chapter may be found in the following manual sections:

- | | | |
|--------|--|---------------------|
| 102-70 | Applications and Records Shall be
Confidential. | ANC, ANB, APSB, OAS |
| 122-53 | Discontinuance of Aid During Transfer
Period. | ANB, APSB, OAS |
| 122-54 | Discontinuance of Aid During Transfer
Period. | ANC |

(Section Continued on Next Page)

FORM BL 200

FORM BL 200 (revised)—July, 1943

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

State Number _____

County Number 53136

Former State Number, If a Transfer or Reapplication _____

APPLICATION FOR AID TO THE BLIND

STATE OF CALIFORNIA—COUNTY OF Alameda

To the Honorable Board of Supervisors:

I, Richard Roe, a XXXXXX person residing at 1616 Clayton Street
Print or Type Name in Full SINGLE Street No. or R. F. D. (If in institution give name)
MARRIED
WIDOWED
DIVORCEDCity Berkeley, County of Alameda California

Post Office _____

HEREBY CERTIFY That to the best of my knowledge and belief I am eligible for ☐ Aid to Needy Blind
☒ Aid to Partially Self-Supporting Blind Residents1. Blindness: I am blind to the extent—Totally _____ Partially XX
Degree if known _____ I have been blind since June 19392. Age: I have attained the age of sixteen years. Birthdate May 16, 1920 Sex Male3. Residence: A. I have resided in California since September 19 24B. I have resided in the County of Alameda since July 20, 19 41

C. I have resided in the following counties during the past ten years:

NAME OF COUNTY	FROM DATE	TO DATE
<u>Sacramento</u>	<u>September 5, 1924</u>	<u>July 20, 1941</u>
<u>Alameda</u>	<u>July 20, 1941</u>	

4. Real Property: A. I live in a home which I own in whole or in part XX Yes No(1) \$ 1,750.00 County assessed value \$ 1,275.00 Encumbrance of recordB. I own other real property. Yes XX No

(1) \$ --- County assessed value \$ --- Encumbrance of record

5. Assessed Personal Property: I own assessed personal property \$ 150.00 \$ None
County assessed value Encumbrance of record6. Cash and Securities: I have—A. Cash \$ 15.80
TOTAL AMOUNTB. Insurance \$ 1,000.00
TOTAL FACE VALUEC. Other securities \$ 507.00
TOTAL AMOUNT7. Relatives: I have the following responsible relatives (spouse, adult children, parents) and receive support from them in the amount of \$ None

	NAME	ADDRESS
SPOUSE	<u>Rebecca Roe</u>	<u>1616 Clayton Street, Berkeley</u>
ADULT CHILDREN		
FATHER	<u>Deceased</u>	
MOTHER	<u>Gladys Roe</u>	<u>1616 Clayton Street, Berkeley</u>

8. Income: I have a monthly income of \$ 3.50 SOURCE Garage rental
12.00 Contribution from sister

9. Rehabilitation:

A. I am willing to use income and resources which I am permitted to retain for the purposes of achieving self-support. Yes XX NoB. I have had rehabilitation training. Yes X NoC. I am receiving rehabilitation training. Yes X NoD. Type of training Course in Law at the University of California- BerkeleyE. I am engaged in an enterprise from which I expect to become independent of public assistance and entirely self-supporting. Yes X NoF. Type of enterprise Studying law to go into practice for myself.G. I now have employment. Yes No X

H. Name of employer _____

I. My employment in the past has been None10. Education: I have attended—Grade School 8 years High School 4 years College 2 years
Number of years Number of years Number of years11. Physical Condition: I am in fair health.
Good—Fair—Poor

12. Alms: I do not solicit alms.

13. Need: I am in need and unable to fully support myself.

(For reverse of form see next page)

(Section continued on next page)

215-99 Application Forms
OAS; ANB; APSB; ANC

215-99

FORM AG 200

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

Application for Old Age Security

STATE OF CALIFORNIA

STATE No.

COUNTY OF SacramentoCOUNTY No. A-6578

To the HONORABLE BOARD OF SUPERVISORS:

Former State No. if a transfer or reapplication

I, Moses Moe, residing at 616 K Street

PRINT OR TYPE NAME IN FULL

Street number or R. F. D.

City Sacramento, County of Sacramento, California
herewith apply for Old Age Security under provision of Chapter 1, Division 3, Welfare and Institutions Code.

I am eligible for Old Age Security, to wit:

1. I have attained the age of 65 years, being 76 years old.
2. I am a citizen of the United States. Birth place River Falls, Calaveras County, California
3. I have resided in the State of California for at least one year immediately preceding the date of this application, and for at least 5 years within the 9 years immediately preceding this application.
4. I have resided in the County of Sacramento since October 15 1940
5. I have not made any assignment of property in order to qualify for Old Age Security.
6. a. I do not own real property with an assessed value less all encumbrances thereon of record, in excess of three thousand dollars (\$3,000.00);
b. The combined real property of my spouse and myself does not have an assessed value less all encumbrances thereon of record, in excess of three thousand dollars (\$3,000.00).
7. I do not have personal property the value of which, less all encumbrances thereon of record, is in excess of six hundred dollars (\$600.00).
8. I am in need and unable to support myself.
9. I am not receiving adequate support from my spouse or children.
10. My spouse's name is Miranda Moe
Address deceased
11. I have 4 living children.
12. I agree to assist, to the best of my ability, in disclosing my financial condition and that of my spouse and to give all information necessary to establish eligibility for aid under this chapter.
13. I live in a home which I own in whole or in part X
Yes No

STATE OF CALIFORNIA

COUNTY OF Sacramento } ss.

I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief and that I will notify the county authorities promptly of any change in my condition or financial affairs.

Mark Moe, legally appointed
SIGNATURE OR MARK OF APPLICANT
(Name to be given as above)

NOTE—When the applicant can not sign his name, the signatures of two witnesses to his mark must appear.

guardian of Moses Moe
WITNESSES TO MARKMoses Moe
WITNESSES TO MARKSubscribed and sworn to before me this first day of July 1941Name Mary Jones Title Deputy County Clerk

SIGNATURE OF PERSON QUALIFIED TO ACKNOWLEDGE AN AFFIDAVIT

County submit one copy to State Department of Social Welfare, Sacramento, accompanied by Form Ag 201 and Form Ag 230 after action by County Board of Supervisors

Section 4295, Political Code, as amended by 1939 Legislature provides, in part: (5) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

FORM AG 200 (revised)—October, 1943

(Section continued on next page)

215-99 (Continued)

215-99

FORM CA 200

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

APPLICATION FOR AID TO NEEDY CHILDREN

STATE OF CALIFORNIA

STATE NO. _____

COUNTY NO. 62476COUNTY OF SacramentoFormer State Number if Reapplication, Transfer,
or Additional Child

To the Honorable Board of Supervisors:

I, Jane Doe Name of Applicant (PRINT OR TYPE NAME IN FULL) Mother
 residing at 616 K Address Sacramento City hereby make application for
 Aid to Needy Children under provisions of Division 2, Part 2, Chapter 1, of the Welfare and Institutions Code, for
 the following children who are under eighteen years of age:

1. Surname	Surname
<u>Doe</u>	<u>Doe</u>
GIVEN NAME ADDRESS STREET AND CITY	GIVEN NAME ADDRESS STREET AND CITY
<u>John</u> <u>616 K Street, Sacramento</u>	<u>Jerry</u> <u>616 K Street, Sacramento</u>
<u>Jane</u> <u>616 K Street, Sacramento</u>	<u>Doris</u> <u>616 K Street, Sacramento</u>
<u>Thomas</u> <u>616 K Street, Sacramento</u>	
<u>William</u> <u>616 Kay St. Sacramento</u>	
<u>James</u> <u>616 Kay St. Sacramento</u>	
<u>Lorothy</u> <u>616 Kay St. Sacramento</u>	

2. Each child qualifies for aid under one of the following classifications:

- | | | |
|--|--|------------------------------|
| A. Orphan | D. Child of a parent under commitment to a State or Federal prison or hospital | G. Abandoned by both parents |
| B. Half-Orphan | E. Child of incapacitated father | H. Illegitimate |
| C. Child whose father's whereabouts has been unknown for three years | F. Child of tuberculous father | I. Foundling |

3. Each child has residence in the State of California for one or more of the following reasons:

- A. Physical presence in the State of California for at least one year immediately preceding the date of application.
 B. Birth in the State of California.
 C. Residence of parent or parents in the State of California for at least one year immediately preceding the date of application.

4. Each child is in need for the following reasons:

- A. Child (ren) and/or parents do not own real property with an assessed valuation in excess of \$3,000.
 B. Child (ren) and/or parents do not have cash and/or securities in excess of \$500.
 C. No transfer or assignment of property owned by parents and/or child (ren) was made in order to qualify for Aid to Needy Children.
 D. Each whole orphan does not own cash and/or securities in excess of \$250.
 E. Child does not receive adequate support from parents or other source.
 F. Child does not receive \$25 or more for his specific support.

STATE OF CALIFORNIA

COUNTY OF Sacramento } ss.

I solemnly swear or affirm that the statements made herein are true and correct to the best of my knowledge and belief and that I will notify the county authorities of any real or personal property transactions, change in financial conditions, marriage of any of the above children, or remarriage of either parent of these children, and of any change in address.

Jane X Doe

SIGNATURE OR MARK OF APPLICANT

NOTE.—When applicant can not sign his name, the signature of two witnesses to his mark must appear.

WITNESS TO MARK

WITNESS TO MARK

Subscribed and sworn to before me this 2nd day of October, 1943.Name Mary Jones Title Deputy County Clerk

Signature of person authorized to acknowledge an affidavit

Section 4295, Political Code, as amended by 1939 Legislature provides, in part: (5) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

FORM CA 200 (revised)—Sept., 1943

215-99 (Continued)

215-99

FORM BI 200 (REVERSE)

STATE OF CALIFORNIA—COUNTY OF Alameda : ss.

I solemnly swear (or affirm) that the statements made herein which have been read to me are true and correct to the best of my knowledge, information and belief, and if aid is granted, I will notify the county authorities promptly of any real or personal property transactions of myself or spouse, of any change in marital status, financial conditions, address, or plan for self-support. Also, I agree to assist to the best of my ability in disclosing all information necessary in the preparation of my application for a recommendation to the Board of Supervisors.

NOTE.—When the applicant can not sign his name, the signature of two witnesses to his mark must appear

Richard Roe

Signature or Mark of Applicant

Witness to Mark

Witness to Mark

Subscribed and sworn to before me this fifth day of June 1944

Name

John Doe

Title Deputy County Clerk

Signature of person qualified to acknowledge an affidavit

Section 4295, Political Code, as amended by 1939 Legislature, provides, in part:

(5) "Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from any agency or department of the United States Government, the State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath."

County submit ONE COPY to State Department of Social Welfare, Sacramento, accompanied by Forms BI 201, BI 227 and BI 230 (and Forms BI 25, BI 204 and BI 221 when required).

FORM AG 200B

FORM AG 200B, MAY, 1943
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

County _____

Name of Applicant _____

Application by Authorized Representative of Applicant
Old Age Security

I _____, residing at _____
Name of authorized representative Street Number

_____, California, acting as the authorized
city

representative of _____, residing at _____
Name of applicant Street Number

_____, California, do hereby certify that the above named
City
applicant for Old Age Security is physically unable to make application in person
at the county welfare department office and I do hereby make application for Old
Age Security for him.

Signature of Authorized Representative _____

Subscribed and sworn to before me this _____ day of _____, 19____.

Title _____

Signature of County Clerk or person
qualified to acknowledge an affidavit

(Section continued on next page)

**230-85 INVESTIGATION OF APPLICATIONS MADE WHILE IN OR ON
PAROLE FROM STATE HOSPITALS
OAS, ANB, APSB**

230-85

Investigation of applications made by persons about to be paroled from State hospitals or already on parole therefrom shall be completed within the time limit for the respective category of aid. (SEE SEC. 230-05, PROVISIONS OF LAW REGARDING INVESTIGATION.) (W&IC 2181, 2183, 3082, 3460)

The county of residence is responsible for the usual investigation of eligibility and for completion of the Certificate of Eligibility (Form Ag, Bl 201) and other required forms in accordance with information obtained during the investigation. Action of the board of supervisors shall be secured and the applicant and the SDSW notified, as set forth in Secs. 250-00, Disposal of Applications, 250-05, Reporting Action on Application to SDSW, and 250-10, Reporting Action of the Board of Supervisors to Applicant.

The SDI assumes full responsibility for the release and the welfare of the parolee; will have a guardian of his estate appointed, when indicated (see Sec. 230-60, Guardianship); will select the home in which the parolee is placed; will transfer him to the home; and will give personal supervision in the home. (SEE SECS. 462-00 THROUGH 462-20 FOR FURTHER INFORMATION ON SDI EXTRAMURAL PROGRAM.)

When additional information is necessary in connection with the application of one who is an inmate of a State hospital but awaiting parole, the social worker of the SDI shall be asked to obtain information from the applicant or to make collateral calls in the county in which the institution is located.

When the applicant is in a State hospital awaiting parole and the investigation indicates eligibility, the county of residence shall, just prior to board of supervisors' action, write to the State hospital for verification of the fact that a plan has been completed for the applicant to leave the institution and to be paroled as soon as aid is granted. (SEE SEC. 202-55, APPLICATION OF PAROLEE FROM STATE HOSPITAL.) The following procedure is then applicable:

1. Immediately after action by the board of supervisors, the State institution in which the applicant is an inmate shall be notified. If aid is approved, the notification shall be accompanied by three copies of Form Ag, Bl 235, Certification From State Department of Institutions of Applicant's Release from State Hospital, to be completed by the SDI. (SEE FORM AG, BL 235 IN SEC. 612-99, PAYMENT OF AID FORMS.)

(Section Continued on Next Page)

230-60 (Continued)

230-60

Aid shall not be granted to a ward when the guardian of his estate is an employee of the county welfare department. Aid may be granted to a ward whose guardian of the estate is an employee of the SDI provided the ward is otherwise eligible. (There is no Federal participation in such aid.) (W&IC 2140, 3075, 3460; FSSB)

See Secs. 462-00 et seq., the Extramural Program of the State Department of Institutions and 462-50, Guardianship of the State Department of Institutions.

230-75 HOME VISITS DURING INVESTIGATION
OAS, ANB, APSB, ANC

230-75

A home visit shall be made during the investigation of the application when there are reasonably adequate public transportation facilities available to the home. When, due to travel restrictions, a home visit cannot be made, an interview shall be held elsewhere with the applicant and his living arrangements as reported by him shall be recorded. The case record shall set forth the conditions which made a home visit impossible. When an applicant is bedridden, a home visit is necessary.

When a home visit is made in ANC, the family's living arrangements and standards should be ascertained by observing the physical aspects of the home, housekeeping standards, household management, and family's cultural or recreational interests and activities. (W&IC 1560, 2140, 3075, 3460)

230-80 INVESTIGATION OF APPLICATIONS MADE IN PRIVATE INSTITUTIONS
OAS

230-80

When an applicant resides in a home or institution maintained by any fraternal, benevolent or other non-profit organization in a county in which he does not have residence, the county in which the institution is located shall accept the application on behalf of the responsible county. The applicant shall be interviewed and other assistance given the responsible county by the forwarding of available proof relating to age, citizenship, residence, or other points of eligibility, together with a list of the names and addresses of responsible relatives, and the application, (Form Ag 200) to the county of residence. When the institution's records show the applicant to have invested in property while he was an inmate, a property search shall be made in the county in which the institution is located, and a report of the search shall also be forwarded to the responsible county.

The county of residence is responsible for assembling all information pertinent to eligibility and for preparation of the Certificate of Eligibility, (Form Ag 201). Action of the board of supervisors shall be secured and the applicant and SDSW notified as set forth in Secs. 250-00, Disposal of Applications, 250-05, Reporting Action on Application to SDSW, and 250-10, Reporting Action of the Board of Supervisors to Applicant. (W&IC 2140, 2160.5)

230-90 (Continued)

230-90

When a former recipient, whose aid was discontinued because of income from employment, requests restoration of OAS in another county of residence than that in which aid was discontinued, a new application (Form Ag 200) shall be signed and the county shall have the sixty-day period of investigation in which to determine eligibility as in other new applications.

Income received by the applicant subsequent to the date of the request for restoration of aid shall be considered in determining the amount of aid payable. (W&IC 2020.01, 2140, 2183.9)

See Secs. 611-50, Beginning Date of Aid, New Applications; 215-00, Restoration of aid; 362-30, Reporting Reason for Change on Notice of Change; 250-05, Reporting Action on Application to SDSW; 611-70, Retroactive Initial Payments.

231-00 AGE VERIFICATION
OAS, ANB, APSB

231-00

The county shall secure verification that the applicant for OAS has, or has not, reached the age of 65. It is the responsibility of the applicant in so far as he is able, to give information to assist the county in securing verification of age in accord with the provisions of the Age Chapter, 105-00.

In ANB and APSB see Sec. 106-05, Proof of Age Required in ANB and APSB,

All proof of age obtained by the county or information regarding age taken from documents which are returned to the applicant shall be retained in the county record, and the record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as birth or baptismal certificate or other documents of personal value to the individual should remain in his possession. (SEE SEC. 236-00, INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE, AND SEC. 231-10, INSTRUCTIONS FOR EVIDENCE OF AGE FORM.) (W&IC 1560, 2140, 3075, 3460)

230-85 (Continued)

230-85

2. Upon release of the parolee from the hospital two copies of the completed Form Ag, Bl 235 shall be returned to the county of residence.
3. On receipt of Form Ag, Bl 235 giving the date on which the applicant was released from the State hospital, the applicant's warrant is mailed to him if he has no guardian, or to the guardian, if a guardian of the estate, or of the person and estate has been appointed. One copy of the completed Form Ag, Bl 235 shall be forwarded to the SDSW.

(SEE SEC. 610-75, PAYMENTS TO PAROLEES OF STATE HOSPITALS.)

When the parolee applicant is living in a county other than the county of residence it is expected that such assistance as may be necessary will be given by the county of physical presence to the county of residence in securing the information essential to the establishment of eligibility. (SEE SEC. 202-55, APPLICATION OF PAROLEE FROM STATE HOSPITAL.)

When the parolee applicant is living in the county in which he has the required period of residence the application shall be processed by that county in the same manner as an application from any other resident of the county. (W&C 2:40, 3075, 3460)

**230-90 INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE
DUE TO EMPLOYMENT
OAS**

230-90

When aid was discontinued because of employment, as covered in Sec. 215-05, Application or Restoration after Discontinuance Due to Employment, the county shall have a period of thirty days after the date of reapplication within which to determine eligibility for aid. (SEE SEC. 611-55, BEGINNING DATE OF AID-RESTORATIONS.) When the investigation is not completed at the end of the thirty-day period, the investigation shall continue until completed. After eligibility is established, aid shall begin as of the first day of the month in which the thirty-day period ended, if eligibility existed on that date.

(Section Continued on Next Page)

**351-30 REINVESTIGATION OF RELATIVES
OAS, ANB, APSB, ANC****351-30**

The ability of all responsible relatives to assist shall be redetermined in accordance with the requirements of the respective category of aid. Completion of List Certificate of Reinvestigation of Eligibility (Form Ag, B1, CA 208) shall not be withheld pending receipt of all information from relatives regarding their contributions or circumstances if the information secured from the recipient and from other sources indicates that the relatives are not assisting. (SEE CHAPTER 170-00, RELATIVES.) (W&IC 1560, 2140, 2181, 2184, 2224, 3075, 3088, 3460, 3474)

In OAS, ANB, and APSB efforts made or procedures followed to secure support from responsible relatives who have the pecuniary ability to assist, according to the requirements of the respective category of aid, shall be recorded in the case history or on the reverse of Affirmation of Eligibility (Form Ag, B1 206). (W&IC 1560, 2140, 3075, 3460)

**351-35 REINVESTIGATION OF LIVING ARRANGEMENTS
OAS, ANB, APSB, ANC****351-35**

The present living arrangements shall be verified. (SEE SEC. 351.12, HOME VISIT DURING REINVESTIGATION.)

If, in OAS, a recipient has been in a hospital or institution since the last investigation, the case record shall contain a detailed statement giving the name and type of institution, dates of admission and of discharge, and a statement as to the eligibility of the recipient for aid during this period. (SEE CHAPTER 160-00, INSTITUTION INMATES.) (W&IC 2140, 2184)

When an ANB or APSB recipient has been in a hospital or institution since the last investigation, his eligibility to receive aid while an inmate shall be determined during the reinvestigation if it was not determined prior to his release. (SEE CHAPTER 160-00.) (W&IC 3075, 3460)

In ANC the living plan for each child shall be verified. (W&IC 1511, 1560)

**351-40 REDETERMINATION OF AMOUNT OF AID
OAS, ANB, APSB, ANC****351-40**

The amount of aid shall be determined in accordance with the law, rules and regulations governing the respective category of aid and on the basis of the verified findings regarding income. Any necessary change in the grant shall be made. (W&IC 1560, 2140, 2184, 3075, 3460)

351-20 (Continued)

351-20

Such personal property would include automobiles, farm machinery, etc. A statement of personal property holdings as reported by the person or observed by the public assistance worker shall be in the case record. In ANB and APSB, only the county assessed value of such personal property shall be considered. (W&IC 2140, 2163, 2184, 3047, 3075, 3447, 3460)

In OAS, ANB, and APSB, the case record shall contain data verifying the value of personal property which was acquired, or the value received for personal property which was disposed of, according to the requirements of the specific category of aid. (W&IC 2140, 3075, 3460)

In ANC the amount of cash and description of securities with date of verification shall be included in the case record. (W&IC 1560)

See Chapter 140-00, Personal Property, for eligibility policies on personal property and methods of determining value of such property, and Sec. 233-00, Verification of Real and Personal Property, for methods of verification.

351-25 REINVESTIGATION OF INCOME
OAS, ANB, APSB, ANC

351-25

All income of the recipient in OAS, ANB, APSB, or of the child or family unit in ANC shall be reverified with the exception of fixed income which is known not to change such as OASI benefits, income from annuities, etc. The amount of military pensions shall be redetermined. (W&IC 1560, 2140, 2184, 3075, 3460)

In ANC specific support of a child shall be reverified. This includes trust fund allowances, court orders for support from parents, and any source of income belonging only to the individual child. The parents' income or financial situation shall be verified. (W&IC 1523, 1560)

The case record shall show the methods used in verifying the gross income and computing the net income.

The source and amount of the net income shall be entered on Affirmation of Eligibility (Form Ag, B1, CA 206) in order to indicate clearly the basis for the amount of the grant. (W&IC 1560, 2140, 3075, 3460)

351-57 (Continued)

351-57

Subject to the restrictions included in the above paragraph, the recipient may indicate his desire to transfer from ANB to APSB, or vice versa. It is not necessary for the county to complete a new application or Certificate of Eligibility when a transfer from one chapter of Aid to the Blind to the other is effected. However, the request for transfer from one chapter to the other should be recorded in the county file. In order to eliminate an additional form, the following procedure shall be used:

1. A written or a signed request for a change from one program of Aid to the Blind to the other should be obtained from the recipient and appended to the original application.
2. After verification of the necessary items, a letter of recommendation should be written by the county welfare department for presentation to the board of supervisors for action.
3. Notification of the board of supervisors' action is to appear on this written recommendation which is to be retained in the county file.
4. If the request for change from one program of Aid to the Blind to the other is denied, Form Bl 239 (Notification of the Action of the Board of Supervisors) should be forwarded to the recipient as notification of the action taken by the county board of supervisors; a copy of Form Bl 239 should be forwarded to the SDSW. (SEE SECS. 250-00, DISPOSAL OF APPLICATIONS; 250-05, REPORTING ACTION ON APPLICATION TO SDSW; 250-10, REPORTING ACTION OF THE BOARD OF SUPERVISORS TO APPLICANT)
5. If the request to change is approved, a Notice of Change (Form Bl 232) should be submitted to the SDSW showing the action of the board of supervisors, discontinuance date under the one chapter, beginning date under the other chapter and the amount of aid recommended. (Form Bl 239 will be sent to the recipient, but it is not necessary that a copy of this form be sent to the SDSW when a change in the type of aid is approved.) (SEE SEC. 362-30, REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE.)

(Section Continued on Next Page)

**351-45 REINVESTIGATION FOR COUNTY HOSPITAL CLAIMS
OAS****351-45**

Reinvestigation of eligibility in accordance with the provisions of this chapter shall be made by the county for each person for whom payment of the county hospital subvention is claimed. (SEE SEC. 165-00, PAYMENT TO COUNTY UNDER W&IC SEC. 2160.7) Since such person is not himself receiving aid, no request that he sign the Recipient's Affirmation of Eligibility (Form Ag 206) is necessary. A report of any changes in his financial circumstances or his income shall be secured through interview with the person and shall be recorded in the case record. (W&IC 2140, 2160.7, 2184)

**351-50 REINVESTIGATION OF BLINDNESS
ANB, APSB****351-50**

In ANB and APSB, the degree of blindness of the recipient shall be re-determined annually by a physician skilled in diseases of the eye unless the State ophthalmologist has advised a reexamination is not necessary. It is desirable, if possible, that reexamination be made by a physician who has not previously examined the recipient. (SEE SEC. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY.) (W&IC 3050, 3075, 3089, 3460)

**351-55 REDETERMINATION OF ELIGIBILITY UNDER
ANB OR APSB PROGRAM
ANB, APSB****351-55**

When aid has been granted under the ANB or APSB Program, the county shall redetermine annually whether the recipient shall for the ensuing year receive aid under the ANB or APSB program. (SEE SEC. 233-50, VERIFICATION OF PLAN FOR SELF-SUPPORT.) (W&IC 3075, 3083.5, 3460, 3473)

**351-57 TRANSFER PROCEDURE FROM ANB TO APSB,
OR VICE VERSA
ANB, APSB****351-57**

When an application for ANB is granted, the recipient may transfer to APSB at any time. On the other hand, when an application for APSB is granted, a recipient is not eligible for ANB for a period of one year from the date of application for APSB. (W&IC 3075, 3083.5, 3460, 3473)

(Section Continued on Next Page)

**351-60 REINVESTIGATION OF CLASSIFICATION
ANC****351-60**

The county shall determine if there has been any change in the basis for the classification of a child receiving ANC and the date of such change, if any.

When aid is granted under the TBF or CIF classification, eligibility shall be reestablished by the required medical reports (Forms CA 242 or 240) on the father's condition. Aid may not continue beyond the due date of the reinvestigation without the reports required on Forms CA 242 and 240. (SEE SECS. 235-70, VERIFICATION IN TBF CLASSIFICATION, AND 235-75, VERIFICATION OF CIF CLASSIFICATION.)

When aid is granted under the PCI classification, the parent's presence in the institution or his status such as parole, discharge, or escape therefrom shall be verified. (SEE SEC. 193-30, PARENT COMMITTED TO INSTITUTION, AND SEC. 235-55, VERIFICATION OF PCI CLASSIFICATION.)

When aid is granted under WFU, Illeg., or Abd. classification, eligibility from the standpoint of classification is a continuing process. All clues concerning the parents whereabouts must be followed up and every effort must be made to locate the parent, parents, or alleged father and to place responsibility. This does not apply to children declared abandoned by the court.

In reestablishing eligibility under the WFU classification the county shall determine that the Failure to Provide Warrant is unserved and undismissed.

When a change in classification occurs, eligibility under the new classification shall be established in accordance with the requirements for that classification; e.g., a change from TBF to whole-orphan classification. (SEE CHAPTER 190-00, CLASSIFICATION, FOR ELIGIBILITY REQUIREMENTS) (W&IC 1500, 1501, 1560)

351-57 (Continued)

351-57

The recipient need only be required to furnish information concerning those items which will require additional verification to determine his eligibility for the aid requested.

Verification of eligibility for a transfer from ANB to APSB, in addition to that already completed for ANB, must include the following:

1. Verification of residence in California for a period of 10 years immediately preceding the filing of the request for a change of aid; or

Verification of evidence that the recipient became blind while a resident of California.

2. Verification of the recipient's plan for achieving self-support; and
3. Verification of income.

If a recipient of APSB requests a transfer to ANB, determination should be made of the existence of need in excess of the grant together with verification of income, if any.

If a reinvestigation is due at the time of the transfer from ANB to APSB, or vice versa, full information shall be secured and the Recipient's Affirmation of Eligibility (Form Bl 206) should be completed by the recipient and county worker. (W&IC 3075, 3083.3, 3460, 3471.5)

(SEE SECS. 350-20, REINVESTIGATIONS, ANB, APSB LAW, 351-05, DATE OF REINVESTIGATION, 351-10, REQUIREMENTS OF REINVESTIGATION, 351-11, COMPLETION OF AFFIRMATION OF ELIGIBILITY, 351-12, HOME VISIT DURING REINVESTIGATION, 351-15, REINVESTIGATION OF REAL PROPERTY, 351-80, REINVESTIGATION OF PERSONAL PROPERTY, 351-25, REINVESTIGATION OF INCOME, 351-30, REINVESTIGATION OF RELATIVES, 351-35, REINVESTIGATION OF LIVING ARRANGEMENTS, 351-50, REINVESTIGATION OF BLINDNESS, 352-20, RECORDING OF REINVESTIGATION IN ANB AND APSB, 352-25, NOTIFICATION OF SDSW OF COMPLETION OF REINVESTIGATION.)

610-70 CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE
FROM COUNTY INSTITUTION
OAS, ANB, APSB

610-70

As evidence that the warrant for an applicant who was an inmate of a county public institution was delivered to him after his release from the institution, a Certificate of Delivery of Payment of Aid (Form Ag, Bl 231) shall be completed and forwarded to the SDSW. The county official or other person delivering the warrant certifies on Form Ag, Bl 231 to the date the applicant left the institution and the date the warrant was delivered.

When aid is restored following discontinuance because the recipient entered a county public institution Form Ag, Bl 231 need not be submitted but the Notice of Change (Form Ag, Bl 232) shall show the date the recipient left the institution. When the Form Ag, Bl 232 restoring aid is prepared in advance on the basis of the anticipated date when he will leave the institution, Form Ag, Bl 231 shall be submitted as evidence that he left the institution on or prior to the effective date of the restoration.

The above procedure does not apply where a recipient of OAS, ANB, or APSB enters a hospital for temporary medical care and aid is continued. Warrants shall be delivered to such recipients after admittance to the institution in accordance with the rules in Secs. 164-10 and 164-20, Eligibility During Hospitalization. (SEE SEC. 612-99, PAYMENT OF AID FORMS.) (W&IC 2140, 2160, 2160.6, 3044, 3075, 3444, 3460; AGO NS4700)

**610-60 PAYMENT TO INMATE OF PUBLIC INSTITUTION
OAS, ANB, APSB, ANC****610-60**

Aid shall not be paid to any inmate of a public institution, except when confined for temporary medical or surgical care. Secs. 164-10 and 164-20, Eligibility During Hospitalization, relating to continuance of aid to a recipient confined in a public hospital for medical or surgical care, shall determine the final payment to such a recipient.

When aid is restored to a former recipient whose aid was discontinued because of hospitalization, the beginning date of such aid shall not ante-date the day he leaves the institution. (SEE SEC. 215-00, RESTORATION OF AID.)

Inmates of public institutions who have not previously received aid may make application for OAS, ANB, or APSB, but shall leave the institution on receipt of the first monthly warrant. The warrant delivered upon the release of such inmate may be made in the full monthly amount, provided the application is signed on or prior to the first day of the month during which the applicant was released from the institution. (SEE SEC. 162-05, ELIGIBILITY OF PUBLIC INSTITUTION INMATES.)(W&IC 1529, 2160, 3044; AGO NS4700)

**610-80 RESTRICTED OR CONDITIONAL PAYMENT
OAS, ANB, APSB, ANC**

610-80

Restricted or conditional payments are not subject to Federal and State participation.

A restricted or conditional payment is one in which an express or implied requirement is made of the recipient that delivery of the aid warrant is contingent upon agreement to make any certain or specified payments from the aid granted.

The recipient shall have full use of the warrant and there shall be neither State nor county control of its expenditure. (SEE SEC. 102-30, EXPENDITURE OF AID) Payments of aid shall be delivered unconditionally to the recipient in the full amount of the grant and for the sole use and benefit of the individual or individuals on whose behalf the grant is made. The warrant shall be issued to the recipient through the U. S. mail to the address at which he customarily receives mail, or delivered to him by an authorized representative of the county.

Warrants delivered in care of a merchant are restricted payments except when such deliveries are made upon the voluntary written request of the recipient. Likewise, payments of aid through the medium of a county trust fund or county trust fund account, in which the full amount of the warrant is not delivered to the recipient each month are restricted payments. (W&IC 1505, 1506, 2006, 2140, 3003, 3008, 3075, 3402, 3407, 3460; AGO NS1382, NS2382, NS3667; FSSB)

**610-75 PAYMENTS TO PAROLEES OF STATE HOSPITALS
OAS, ANB, APSB****610-75**

Aid may be paid to a person who is a parolee of a State hospital. A legal guardian may or may not have been appointed for such parolee.

The aid is paid directly to the parolee when:

1. No guardian has been appointed; or
2. The guardian is of the person only.

The aid is paid to the guardian when he is:

1. Guardian of the estate only; or
2. Guardian of the person and the estate.

The guardian of the estate of the parolee for whom aid is paid may be a public official but cannot be an employee of the county welfare department. There is no Federal participation in such cases if the guardian is an official of the SDI. (SEE SEC. 230-60, GUARDIANSHIP.) (PROB. C 1460 ET SEQ; AGO NS858, NS3293, FSSB)

Some applicants for aid are not paroled until aid has been granted. Upon receipt of the completed Form Ag, Bl 235 (Certification from State Department of Institutions of Applicant's Release from State Hospital) giving the date such an applicant was released from the hospital, the county shall deliver the warrant. Form Ag, Bl 235 shall be completed by the county to give the date of delivery of warrant. One copy of this completed form shall be sent to the SDSW. (SEE SECS. 230-85, INVESTIGATION OF APPLICATIONS MADE WHILE IN OR ON PAROLE FROM A STATE HOSPITAL, 250-05, REPORTING ACTION ON APPLICATION TO SDSW, 610-60, PAYMENT TO INMATE OF PUBLIC INSTITUTION, 610-70, CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE FROM COUNTY INSTITUTION, 611-60, INITIAL PAYMENTS, AND 612-99, PAYMENT OF AID FORMS) (W&IC 2140, 3075, 3460)

611-00 PAYMENT WHEN GRANTEE DIES
OAS, ANB, APSB

611-00

There is Federal and State participation when the warrant is dated and delivered prior to the death of the grantee, provided the warrant is not for a month subsequent to that in which the recipient died. There is no Federal or State participation in a warrant delivered after the death of the grantee.

EXAMPLE A. MAY WARRANT IS DELIVERED ON MAY 1. GRANTEE DIES ON MAY 15. FEDERAL AND STATE PARTICIPATION IS ALLOWED PROVIDED THE ENDORSEMENT IS IN ORDER.

EXAMPLE B. RECIPIENT DIES APRIL 30 AFTER THE WARRANT FOR MAY IS MAILED. FEDERAL AND STATE PARTICIPATION IS NOT ALLOWED FOR MAY.

EXAMPLE C. MAY WARRANT IS DELIVERED ON MAY 2. GRANTEE DIES MAY 1. FEDERAL AND STATE PARTICIPATION IS NOT ALLOWED.

EXAMPLE D. MAY WARRANT IS ISSUED ON MAY 1, BUT IS NOT DELIVERED UNTIL MAY 5. GRANTEE DIED ON MAY 4. FEDERAL AND STATE PARTICIPATION IS NOT ALLOWED.

A warrant delivered but not endorsed prior to the death of the grantee may be endorsed only by the duly appointed and qualified executor or administrator of the estate of the grantee, or the person to whom the estate is distributed in probate proceedings, including summary probate proceedings under Sec. 630 of the Prob. C.

Endorsements on warrants made under summary probate proceedings should refer to the supporting affidavit required by the Prob. C. of persons claiming estates under summary probate.

Warrants shall be delivered on or as near to the first day of the month as possible. (SEE SEC. 610-20, TIME OF PAYMENT.) (W&IC 1560, 2140, 3075, 3460; FSSB)

**610-90 DUPLICATION OF GR (also known as IN)AND
PUBLIC ASSISTANCE PAYMENTS
OAS, ANB, APSB, ANC**

610-90

Counties may find it necessary in certain cases to give GR for the first part of the month in which OAS, ANB, APSB, or ANC begins, in order to maintain the applicant pending the granting of aid and the issuing of the initial aid warrant. GR which is granted for any part of the period covered by the first aid warrant is income for the month in which it is received.

Adjustments shall be made as for other income in OAS, ANB, APSB, and ANC in accordance with the following procedure:

1. When possible, the initial grant of aid shall be in an amount which, when added to other income including GR totals the amount provided in the W. & I. C. for the particular category of aid. In ANC, the initial grant shall be in an amount which, when added to income in the family unit including GR, shall adequately meet the needs of the family unit. When the grant of ANC together with GR and other income does not exceed the need of the family unit for the month, no adjustment shall be made.
2. When the total income for the month in which the initial payment is made can be determined only during or after the close of the month, adjustment shall be made in a subsequent month. In OAS, ANB, APSB, and when an adjustment is indicated in ANC, such adjustment shall become effective not later than the second month subsequent to that in which the income was received.

In OAS, ANB, and ANC when an adjustment is necessary and cannot be made by either of the above plans, the first aid warrant shall be accompanied by a request for repayment equivalent to the amount of excess income, including GR received during the initial month. In APSB, request for repayment shall be only for the amount of GR and other non-exempt income received during the initial month. Delivery of the warrant shall not be withheld pending completion of arrangements for repayment, and delivery of the initial or subsequent warrants shall not be contingent upon such repayment, or upon the applicant's or recipient's agreement to make payments from aid to be granted. When adjustment is made, it shall be reported to the SDSW in the usual manner. (W&IC 1511, 1560, 2020, 2020.01, 2140, 3075, 3084, 3460, 3472)

612-99 (Continued)

612-99

FORM BL 231

FORM BL 231 (REVISED)--FEBRUARY, 1940
(FORMERLY BL 38)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
CERTIFICATE OF DELIVERY OF PAYMENT
OF AID PROVIDED UNDER THE AID TO
THE NEEDY BLIND LAW

CERTIFICATE OF DELIVERY OF PAYMENT OF AID PROVIDED
UNDER THE AID TO THE NEEDY BLIND LAW

To: State Department of Social Welfare
616 K Street
Sacramento, California

County Sacramento
State No. Sac 9999 Bl
County No. 1111

This Is To Certify, That Richard Roe was released
from the Sacramento County Hospital on August 4, 1942 and that on
August 5, 1942 I personally delivered to the above named grantee, Warrant No.
44556 in the amount of \$ 50.00 for the month of August, 1942, representing aid
provided under the Aid to the Needy Blind Law.

I Further Certify, That at the time and place of delivery of this warrant
that recipient was not a permanent inmate of a public institution.

(Signature) Jewel Allen

Public Assistance Worker
Title

Date August 6, 1942

Note.--This form is to be completed and certified by the person delivering the
warrant to a grantee who is leaving a public institution if aid to needy
blind is granted prior to date of release of grantee from institution.
One copy to be forwarded to State Department of Social Welfare, 616 K
Street, Sacramento.

(Section Continued on Next Page)

612-99 PAYMENT OF AID FORMS
OAS, ANB, APSB

612-99

FORM AG 231 (REVISED)--MAY, 1942
(FORMERLY AG 38)
STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
CERTIFICATE OF DELIVERY
OF PAYMENT OF AID

FORM AG 231

CERTIFICATE OF DELIVERY OF PAYMENT OF AID
OLD AGE SECURITY

To: State Department of Social Welfare
616 K Street
Sacramento, California

County SacramentoDate August 10, 1942State No. Sac 0000 Ag County No. 1111THIS IS TO CERTIFY, That John Doe

Name of Recipient

left the Old Men's Home on August 7, 1942
Institution Dateand that on August 10, 1942 I personally delivered to the above named grantee,
DateWarrant No. 8899 in the amount of \$40.00 for the month of August, 1942,

representing aid provided under the Old Age Security Law.

I further certify that at the time and place of delivery of this warrant
that recipient was not an inmate of a public institution.

(Signature) Jewel KingTitle Public Assistance Worker

Note.--This form is to be completed and certified by the person delivering the
warrant to a grantee who is leaving a public institution if old age secu-
rity is granted prior to date of release of grantee from institution.

One copy to be forwarded to State Department of Social Welfare, 616 K
Street, Sacramento.

(Section Continued on Next Page)

612-99 (Continued)

612-99

FORM BL 235

State of California

Department of Social Welfare

CERTIFICATION FROM STATE DEPARTMENT OF INSTITUTIONS OF
APPLICANT'S RELEASE FROM STATE HOSPITAL
AID TO THE BLIND

SECTION I

To: Sacramento County Welfare Dept. County Sacramento

Court House

Name of Applicant

Mary Jones

Address

Sacramento 14, Calif.State No. Sac 000 Bl County No. 123Date August 7, 1944

SECTION II

THIS IS TO CERTIFY, That Mary Jones was released on
Name of Applicant
parole from Stockton State Hospital on August 15, 1944,
Name of State Hospital Date
and will reside at 789 South Bend Street, Galt, California.
Address

Dora Shaw Heffner, Director
State Department of Institutions

by Jane Doe
Signature of Social Worker

SECTION III

THIS IS TO CERTIFY, That on August 19, 1944, Warrant No. 0732
Date
in the amount of \$ 50.00, for the month of August, 1944, was delivered.

Jewel Allen
Signature

Public Assistance Worker
Title

NOTE: Section I is to be completed in triplicate by the county granting the application, and forwarded to the State Hospital.
Section II is to be completed by the Social Worker in the State Hospital, and two copies of the form must be returned to the county before the warrant may be released.

Section III is to be completed by the county before sending one copy of the Form BL 235 as received from the State Hospital to the SDSW.

THE COUNTY SHALL FORWARD ONE COPY TO THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO 14, CALIFORNIA.

FORM BL 235, REVISED AUGUST, 1944

612-99 (Continued)

612-99

FORM AG 235

State of California

Department of Social Welfare

CERTIFICATION FROM STATE DEPARTMENT OF INSTITUTIONS OF
APPLICANT'S RELEASE FROM STATE HOSPITAL
OLD AGE SECURITY

SECTION I

To: Sacramento County Welfare Dept. County Sacramento

Court House

Name of Applicant John Roe

Address

Sacramento 14, Calif.State No. Sac 000 Ag County No. 12345Date August 2, 1944

SECTION II

THIS IS TO CERTIFY, That John Roe was released on
Name of Applicant
parole from Napa State Hospital on August 2, 1944
Name of State Hospital Date
and will reside at 333 North E Street, Sacramento, California.
Address

Dora Shaw Heffner, Director
State Department of Institutions

by Jane Doe
Signature of Social Worker

SECTION III

THIS IS TO CERTIFY, That on August 5, 1944, Warrant No. 12345
Date
in the amount of \$50.00, for the month of August, 1944, was delivered.

Jewel Allen

Signature

Public Assistance Worker

Title

NOTE: Section I is to be completed in triplicate by the county granting the application, and forwarded to the State Hospital.
Section II is to be completed by the Social Worker in the State Hospital, and two copies of the form must be returned to the county before the warrant may be released.

Section III is to be completed by the county before sending one copy of the Form Ag 235 as received from the State Hospital to the SDSW.

THE COUNTY SHALL FORWARD ONE COPY TO THE STATE DEPARTMENT OF SOCIAL WELFARE, 616 K STREET, SACRAMENTO 14, CALIFORNIA.

FORM AG 235, REVISED AUGUST, 1944

(Section Continued on Next Page)